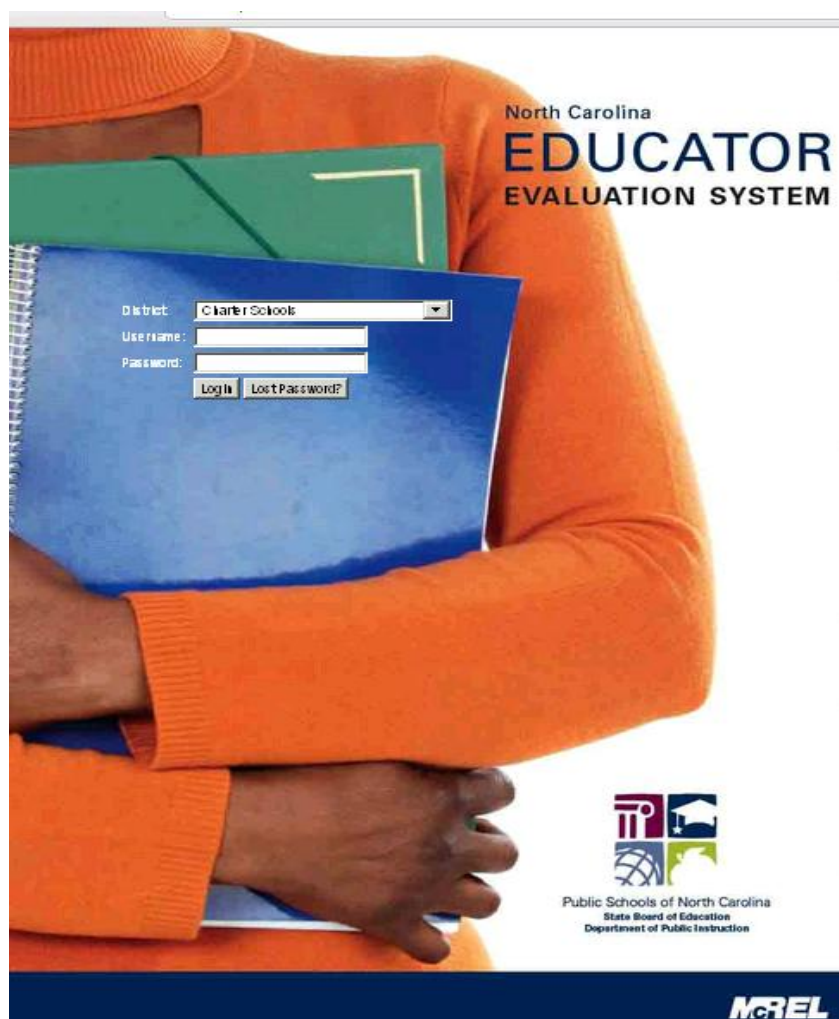


Online Software Manual for the North Carolina Educator Evaluation System

PRINCIPAL



<http://mxweb.media-x.com/home/ncval>

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Initial Login to the System

Initial Login to the System

This manual provides step-by-step instructions for a principal to navigate the North Carolina Educator Evaluation System.

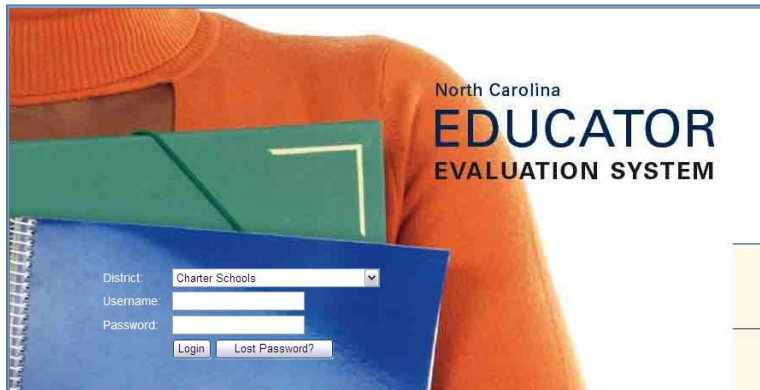
Log into: <https://mxweb.media-x.com/home/ncval/>

Select the correct school district

Type in the username that was provided to you (UID number)

Type in the password that was provided to you: 123456

Click **Login**



North Carolina
EDUCATOR
EVALUATION SYSTEM

District:

Username:

Password:

Profile

Profile

The Profile button is used to identify your personal information, providing the ability to edit information and change your password. If any of your personal information is not correct, contact your Human Resources Department.

To change your password follow these steps:

Click on the **Profile** icon.



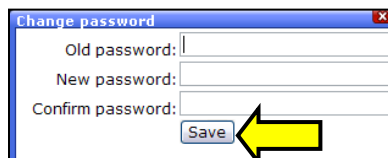
Click on the **Change Password** icon.



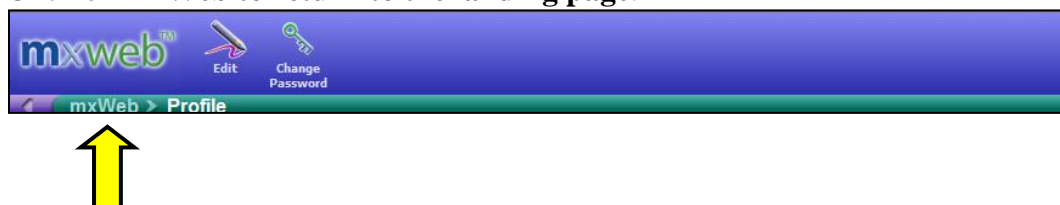
Type in the original password (123456)

Type in a unique password for yourself that is six characters long and contains a number and a capital letter.

Click **Save**.



Click on **mxWeb** to return to the landing page.



Click on the **NC Educator Evaluation System** icon



Read and accept the End User License Agreement. Look for the check mark at the bottom:
This occurs on your first login only. Be sure to scroll to the bottom to find the point of acceptance.

Please read the following agreement carefully and indicate your acceptance or declination of the agreement by clicking the appropriate box below. By accepting the agreement, you agree to be bound by its terms and conditions.

**Evaluation Tool
Demonstration Version
End User License Agreement**

IMPORTANT: This End User License Agreement ("EULA") is a legal agreement between you and McREL regarding the Evaluation Tool. Read

☒ I agree with the above terms

Complete a Teacher Observation

Complete a Teacher Observation

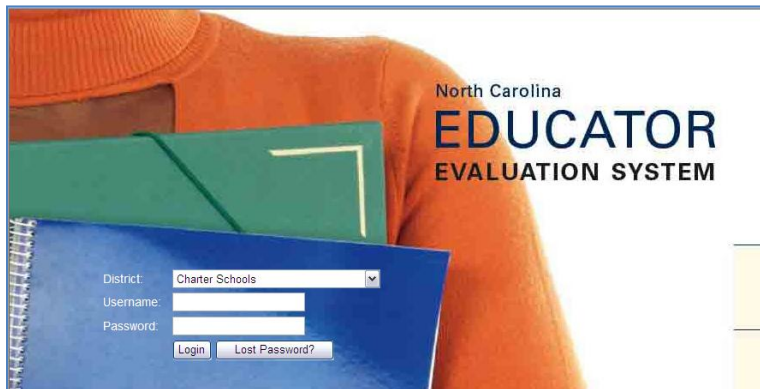
Log into: <https://mxweb.media-x.com/home/ncval/>

Select the correct school district

Type in the username that was provided to you (UID number)

Type in your password

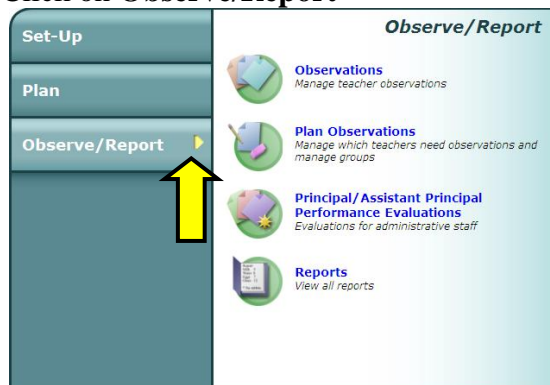
Click **Login**



Click on the **NC Educator Evaluation System** icon



Click on **Observe/Report**



Click on **Observations**

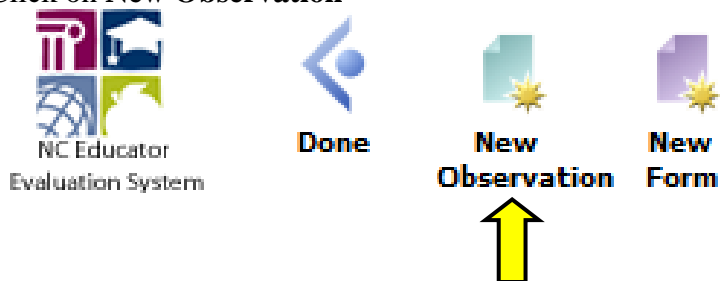


Click on the teacher's name (the name will highlight).



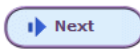
Note: You *may* need to use the drop down list in **Select a School** and/or in **Select Group** if the teachers have been assigned to different evaluators.

Click on **New Observation**




Click **Next**. (The fields are pre-populated.)

Teacher Name	Jill Teacher
Assignment/Title	Teacher
Observation Name	Observation 1
Copy Observation	<New Observation>
Principal First Name	Jose
Principal Last Name	Principal
Select Set	Rubric for Evaluating North Carolina Teachers
Select Checklist	<none>
Notify by email	<input type="checkbox"/> Yes I want to notify the teacher by email



Note: You may change the name of the plan by deleting the text in the box next to “Observation Name” and type your naming convention. McREL suggests leaving the Observation Name as it is (see Record of Teacher Activities form.)

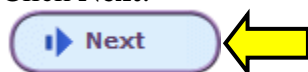
Teacher Name	Jill Teacher
Assignment/Title	Teacher
Observation Name	Observation 4
Copy Observation	<New Observation>
Principal First Name	Jose
Principal Last Name	Principal
Select Set	Rubric for Evaluating North Carolina Teachers
Select Checklist	<none>
Notify by email	<input checked="" type="checkbox"/> Yes I want to notify the teacher by email
Content Type	<input checked="" type="radio"/> HTML <input type="radio"/> TEXT
Email Title	Email Address
You have a new observation	teacher_jill@school.net
Email Message Content	
Dear Jill Teacher, This email will confirm with you details regarding the teacher performance observation process. The process involves a Pre-observation meeting, at which time we will review your current annual learning plan. Before the meeting, please take a moment to review the pre-observation form and complete Section A. During the pre-observation I will identify what is expected during the lesson to be observed and I	



OPTION: If you want to send an email to the teacher to notify them of the observation, you may click in the box next to **Yes I want to notify the teacher by email**.

Note: The email text may be changed by simply typing the email message in the **Email Message Content** box. The text will be sent as an email to the teacher. You may use the generic email that was set up for your convenience. However, it is strongly recommended you type your own message.

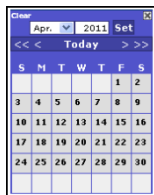
Click **Next**.



Click on the **Calendar and Clock** icon that is located next to *<No dates set>*.
Using the calendar that popped up, choose the date and click **Set**.

Observation Name	Observation 1	Form Status	Editing
Teacher Name	Jill Teacher	School Year	2011-2012
School	Henderson Collegiate	District	Charter
Evaluator	Corey AP	Title	Assistant Principal
Date of Observation	<i><No dates set></i>	Start Time/End Time	AM To AM
Teacher Status		Date Completed	<i><Not completed></i>
Rubric Form Status	<input type="checkbox"/> Do not allow the teacher to view this rubric form.		

Choose the date you are completing the observation by clicking **Today** or by clicking the day in the calendar and then **Set**.



Note: You may click *<*, *<<* or *>*, *>>* to navigate through previous or next months and years.

Use the drop downs to choose the **Start Time** (1) (the time you begin the observation), **Teacher Status** (2) (Probationary or Career Status Teacher, as well as the year number), and the **School Year** (3). You may block the teacher from viewing the form until it is completed by clicking the box. “**Do not allow the teacher to view this rubric form.**” (4)

Observation Name	Observation 1	Form Status	Editing
Teacher Name	Jill Teacher	School Year	2011-2012
School	Henderson Collegiate	District	Charter
Evaluator	Corey AP	Title	Assistant Principal
Date of Observation	<i><No dates set></i>	Start Time/End Time	AM To AM
Teacher Status		Date Completed	<i><Not completed></i>
Rubric Form Status	<input type="checkbox"/> Do not allow the teacher to view this rubric form.		

Read and fill out the observation by clicking in the appropriate boxes, standard by standard, element by element. Once you click in a box, a checkmark will appear (see the sample image below).

Note: A ☒ in the first column (Observation) means that the evaluator should be able to observe the items in that row during routine classroom observations.

Standard I: Teachers demonstrate leadership

a. Teachers lead in their classrooms. Teachers demonstrate leadership by taking responsibility for the progress of all students to ensure that they graduate from high school, are globally competitive for work and postsecondary education, and are prepared for life in the 21st century. Teachers communicate this vision to their students. Using a variety of data sources, they organize, plan, and set goals that meet the needs of the individual student and the class. Teachers use various types of assessment data during the school year to evaluate student progress and to make adjustments to the teaching and learning process. They establish a safe, orderly environment, and create a culture that empowers students to collaborate and become lifelong learners.

Observation	Developing	Proficient	Accomplished	Distinguished	Not Demonstrated (Comment Required)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Understands how they contribute to students graduating from high school. <input checked="" type="checkbox"/> Uses data to understand the skills and abilities of students.	... and <input type="checkbox"/> Takes responsibility for the progress of students to ensure that they graduate from high school. <input type="checkbox"/> Provides evidence of data driven instruction throughout all classroom activities. <input checked="" type="checkbox"/> Establishes a safe and orderly classroom.	... and <input type="checkbox"/> Communicates to students the vision of being prepared for life in the 21st century. <input type="checkbox"/> Evaluates student progress using a variety of assessment data. <input type="checkbox"/> Creates a classroom culture that empowers students to collaborate.	... and <input type="checkbox"/> Encourages students to take responsibility for their own learning. <input type="checkbox"/> Uses classroom assessment data to inform program planning. <input type="checkbox"/> Empowers and encourages students to create and maintain a safe and supportive school and community environment.	<input type="checkbox"/> Not looked for

You may type in **Comments**, attach a **File** (.txt, PDF, .doc, .docx, ppt, pptx), include a web **Link**, check the boxes of **Example of Artifacts**, and add additional examples of artifacts in the empty boxes.

Comments

New File: No file chosen

No files attached

Link:

Examples of Artifacts for Standard I:

<input type="checkbox"/> Lesson plans <input type="checkbox"/> Journals <input type="checkbox"/> Student handbooks <input type="checkbox"/> Student work <input type="checkbox"/> School improvement planning <input type="checkbox"/> Service on committees <input type="checkbox"/> Relevant data	<input type="checkbox"/> Rules and procedures <input type="checkbox"/> Evaluation in The Teacher Working Condition <input type="checkbox"/> Survey <input type="checkbox"/> Professional Learning Communities <input type="checkbox"/> Membership in professional organizations <input type="checkbox"/> Formal and informal mentoring <input type="checkbox"/> Surveys	<input type="checkbox"/> National Board Certification <input type="checkbox"/> Discipline records <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
---	---	--

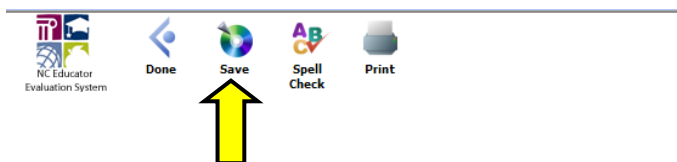
SUGGESTION: In the event that you will conduct more than one observation, type a date next to any comments that you have included.

Once you have completed all of the standards of the observation, use the drop downs following the word **To** in order to choose your **End Time**.

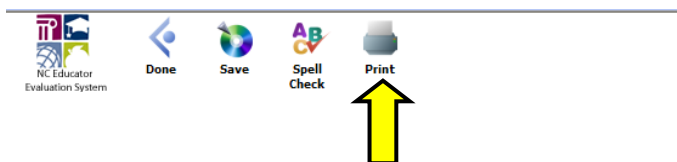
Observation Name	Observation 1	Form Status	Editing
Teacher Name	Jill Teacher	School Year	2011-2012
School	Henderson Collegiate	District	Charter
Evaluator	Jose Principal	Title	Principal
Date of Observation	Wed Jul 20 2011	Start Time/End Time	01: 00 PM To AM
Teacher Status	Probationary Teacher Year 1	Date Completed	<Not completed>



Click on the **Save** icon.

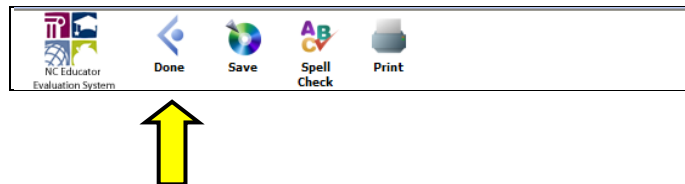


You may click on the **Print** icon to print out the observation (The print icon opens the Self Assessment in a new window).



Click on the **Done** icon.

You will be prompted if you want to save before leaving.



Note: Even before you completely finish, it is advisable to click on the **Save** icon to save the information that you have entered so far. Incidentally, the system will not indicate any skipped standards/elements. It is your responsibility to ensure that the form is complete.

After completing the observation, sign the form to lock it from any further changes. Click in the box in the **Principal/Evaluator Signature** column.

The screenshot shows a web form titled "Electronic Signature". It contains several sections: "Teacher Signature" with a checkbox and text, "Principal/Evaluator Signature" with a checkbox and text, "Comments Attached" with a checkbox and text, and "Principal/Evaluator Signature" with a checkbox and text. Below these is a large text area for "Teacher's Comments" and an "Add Comments" button.



Note: Any unsigned form may be deleted by the author only. Once forms are signed only a district administrator may delete.

A warning box will pop up to notify you that no other changes can be made to the form after it is signed.

Click **OK**.

A dialog box titled "The page at https://mxweb.media-x.com says:". It contains the text "Are you sure you want to sign the rubric form?" and "After signing the form you will not be able to modify it anymore." Below the text are "OK" and "Cancel" buttons.



Enter your password in the dialog box that pops up to authenticate your signature. Click on **Authenticate** after entering your password.

A dialog box titled "Principal/Evaluator Signature". It contains a "Username" field with the text "principal_jose" and a "Password" field. Below the fields are "Cancel" and "Authenticate" buttons. A yellow arrow with the number "1" points to the "Password" field, and another yellow arrow with the number "2" points to the "Authenticate" button.

After the principal authenticates his/her signature, the teacher may sign the form. After both the principal and the teacher have signed, the teacher may add comments to the form. The teacher must login to his/her own account using his/her own UID and Password to add comments.

Teacher's Comments:
 -(07-22-2011) Comments can be added by the teacher after the signature.

Add Comments

If comments have been added, an email is sent to the principal. Upon receiving the email, the administrator must indicate that additional comments have been received by clicking the box next to **Yes (1)** in the **Comments Attached** column. The administrator then clicks in the box next to **If Comments Attached** in the **Principal/Evaluator Signature (2)** column.

Teacher Signature	Principal/Evaluator Signature	Comments Attached	Principal/Evaluator Signature
<input checked="" type="checkbox"/> The teacher's signature on this form represents neither acceptance nor approval of the report. It does, however, indicate that the teacher has reviewed the report with the evaluator and may reply in writing.	<input checked="" type="checkbox"/> The signature of the principal or evaluator verifies that the report has been reviewed and that the proper process has been followed according to State Board of Education Policy for the Teacher Evaluation Process.	<input type="checkbox"/> Yes	<input type="checkbox"/> (If comments attached)

Teacher's Comments:

Add Comments

When creating another observation, the administrator has the option to copy the previous observation so that the items that were previously checked will show in the new observation.


Click on **New Observation**.





Use the drop down in **Copy Observation (1)** and choose the observation that you want to copy.
Click **Next (2)**

Proceed through the observations as the previous steps showed.

Teacher Name	Jill Teacher
Assignment/Title	Teacher
Observation Name	Observation 2
Copy Observation	Observation 1
Principal First Name	<New Observation> Observation 1
Principal Last Name	Principal
Select Set	Rubric for Evaluating North Carolina Teachers
Select Checklist	<none>
Notify by email	<input type="checkbox"/> Yes I want to notify the teacher by email

 1

 2



View a Teacher's Self Assessment

View a Teacher's Self Assessment

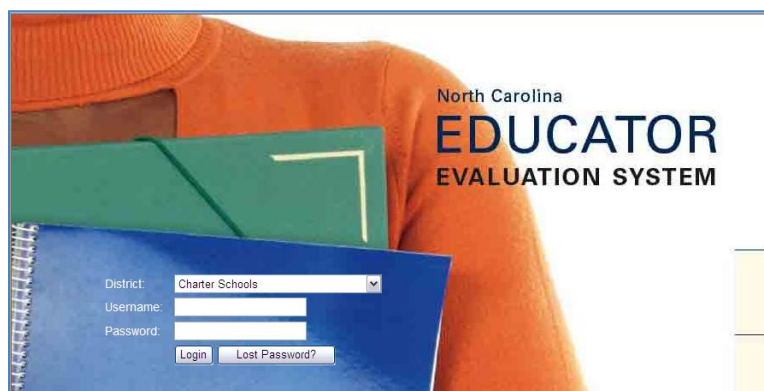
Log into: <https://mxweb.media-x.com/home/ncval/>

Select the correct school district

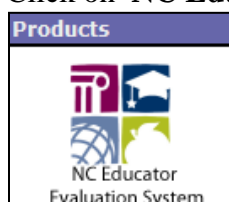
Type in the username that was provided to you (UID number)

Type in your password

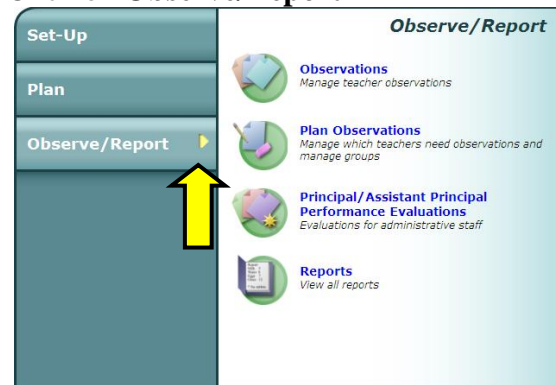
Click **Login**



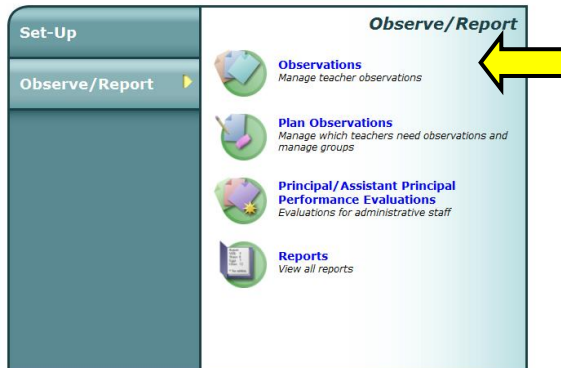
Click on **NC Educator Evaluation System** icon



Click on **Observe/Report**



Click on **Observations**



Click on the **Teacher Task**, (1) tab to view the teacher Self Assessment, Preliminary Development Plan's and Professional Development Plan's.

To view a Self Assessment that a teacher shared with you, click on his or her name in the **Select Teacher** area. Click on the name of the Self Assessment to view it. The administrator cannot make any modifications to the teacher's Self Assessment (2).



Note: A drop down menu is provided to view data from a previous year. Use the drop down menu to choose the appropriate school year. The default is set for the current school year.



Teacher Summary Rating Form

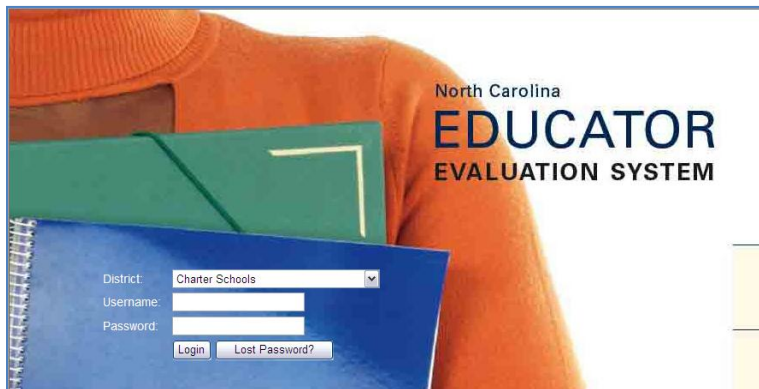
Log into: <https://mxweb.media-x.com/home/ncval/>

Select the correct school district

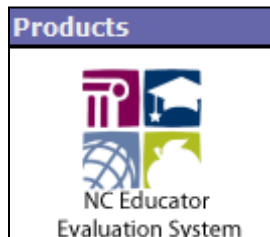
Type in the username that was provided to you (UID number)

Type in your password

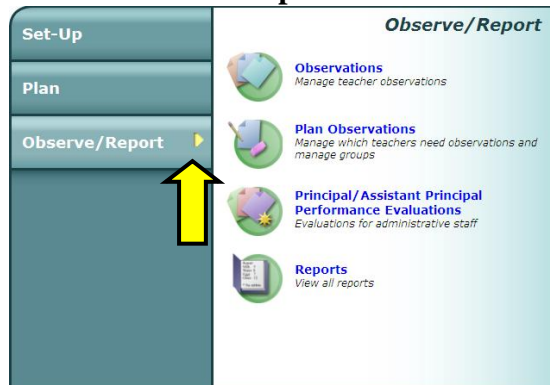
Click **Login**



Click on the **NC Educator Evaluation System** icon



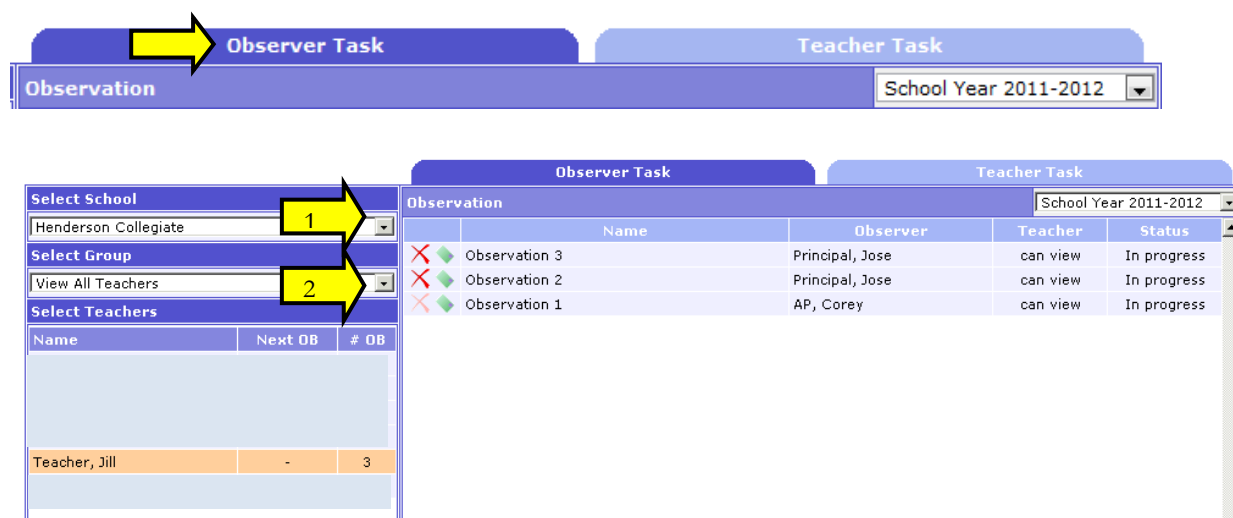
Click on **Observe/Report**



Click on **Observations**

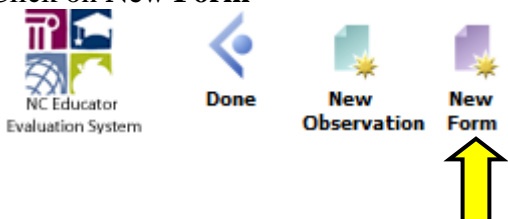


Click on the **Observer Task** tab.



Note: You *may* need to use the drop down list in **Select School** (1) and/or in **Select Group** (2) if the teachers have been assigned to different evaluators

Click on **New Form**





Click **Next**. (The fields are pre-populated.)

Teacher Name	Jill Teacher
Assignment/Title	Teacher
Form Name	Form 1
Form Type	Teacher Summary Rating Form
Principal First Name	Jose
Principal Last Name	Principal

▶ Next

Teacher Name	Jill Teacher
Assignment/Title	Teacher
Form Name	Form 1
Form Type	Teacher Summary Rating Form
Principal First Name	Jose
Principal Last Name	Principal



▶ Next

Note: You do not need to use the pull down menu. When you click **Next**, three forms will automatically be created for the teacher: Teacher Summary Rating Form, Professional Development Plan, and Record of Teacher Evaluation Activities.


Click the drop down menu and choose the **Teacher Status (1)**
Type the **Evaluator's Title (2)** in the box.

Summary Name	Summary Rating Sheet for 2011-2012	Form Status	Editing
Teacher Name	Jill Teacher	Teacher Status	Probationary Year 1
School	Henderson Collegiate	District	Charter
Evaluator	Principal Jose	Evaluator's Title	
School Year	2011-2012	Date Completed	<Not completed>
View Rubric Form	<Select Rubric Form>	Legend	<input type="checkbox"/> Peer Observation <input type="checkbox"/> Principal Observation <input type="checkbox"/> Summary
Summary Status	<input type="checkbox"/> Allow the teacher to view this summary rating form.		

View Rubric Form gives you a list of the rubrics that have been completed so that you may see the completed observations (principal observation, teacher Self Assessment, and peer observations). Make your selection from the dropdown and then click on the **Magnifying Glass** icon. (The magnifying glass icon will open the evaluation in a new window or in a new tab.)

Summary Name	Summary Rating Sheet for 2011-2012	Form Status	Editing
Teacher Name	Jill Teacher	Teacher Status	Probationary Year 1
School	Henderson Collegiate	District	Charter
Evaluator	Principal Jose	Evaluator's Title	
School Year	2011-2012	Date Completed	<Not completed>
View Rubric Form	<Select Rubric Form>	Legend	<input type="checkbox"/> Peer Observation <input type="checkbox"/> Principal Observation <input type="checkbox"/> Summary
Summary Status	<input type="checkbox"/> Allow the teacher to view this summary rating form.		



For each Standard and each Element (including the **Overall Rating**), click in the radio button that best demonstrates the performance. You must make a selection for every element or you will not be able to sign the form. You will receive an error that says, “Some elements are not rated.”

Standard I: Teachers demonstrate leadership					
Elements	Developing	Proficient	Accomplished	Distinguished	Not Demonstrated
<input type="checkbox"/> A. Teachers lead in their classrooms.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> B. Teachers demonstrate leadership in the school.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> C. Teachers lead the teaching profession.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> D. Teachers advocate for schools and students.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> E. Teachers demonstrate high ethical standards.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> View Comments	Overall Rating for Standard I				



- You may see the ratings from the other observations by clicking on the plus symbol beside the element. The plus symbol is replaced by a minus.
- The number next to the check mark indicates how many times the element was checked on the observation.
- The principal's and each peer's (if applicable) ratings are also displayed.
- Click the minus symbol to collapse the section.

Standard I: Teachers demonstrate leadership					
Elements	Developing	Proficient	Accomplished	Distinguished	Not Demonstrated
<input type="checkbox"/> A. Teachers lead in their classrooms.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> B. Teachers demonstrate leadership in the school.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> C. Teachers lead the teaching profession.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> D. Teachers advocate for schools and students.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> E. Teachers demonstrate high ethical standards.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> View Comments	Overall Rating for Standard I				

Standard I: Teachers demonstrate leadership					
Elements	Developing	Proficient	Accomplished	Distinguished	Not Demonstrated
<input checked="" type="checkbox"/> A. Teachers lead in their classrooms.	<input checked="" type="checkbox"/> Understands how they contribute to students graduating from high school. <input checked="" type="checkbox"/> Uses data to understand the skills and abilities of students.	<input checked="" type="checkbox"/> Takes responsibility for the progress of students to ensure that they graduate from high school. <input type="checkbox"/> Provides evidence of data driven instruction throughout all classroom activities. <input checked="" type="checkbox"/> Establishes a safe and orderly classroom.	<input type="checkbox"/> Communicates to students the vision of being prepared for life in the 21st century. <input type="checkbox"/> Evaluates student progress using a variety of assessment data. <input type="checkbox"/> Creates a classroom culture that empowers students to collaborate.	<input type="checkbox"/> Encourages students to take responsibility for their own learning. <input type="checkbox"/> Uses classroom assessment data to inform program planning. <input type="checkbox"/> Empowers and encourages students to create and maintain a safe and supportive school and community environment.	
<div> <div>Peer</div> <div>Principal</div> </div> <div> <p>07-20-11 (3 of 11)</p> <ul style="list-style-type: none"> Understands how they contribute to students graduating from high school. Uses data to understand the skills and abilities of students. Establishes a safe and orderly classroom. <p>07-22-11 (4 of 11)</p> <ul style="list-style-type: none"> Understands how they contribute to students graduating from high school. Uses data to understand the skills and abilities of students. Takes responsibility for the progress of students to ensure that they graduate from high school. Establishes a safe and orderly classroom. <p>07-21-11 (4 of 11)</p> <ul style="list-style-type: none"> Understands how they contribute to students graduating from high school. Uses data to understand the skills and abilities of students. Takes responsibility for the progress of students to ensure that they graduate from high school. Establishes a safe and orderly classroom. </div>					

The administrator may type in information in the **Comments (1)**, **Recommended Actions for Improvement (2)**, and **Recourses Needed to Complete These actions (3)**.

The administrator may also check the appropriate boxes in the **Evidence or Documentation to Support Rating (4)** section or add additional items in the open text boxes.

The screenshot shows a web-based form with four main sections highlighted by yellow arrows and numbers:

- 1** Points to the **Comments:** section, which is a large text area.
- 2** Points to the **Recommended Actions for Improvement:** section, which is a text area.
- 3** Points to the **Resources Needed to Complete These actions:** section, which is a text area.
- 4** Points to the **Evidence or Documentation to Support Rating:** section, which contains a list of checkboxes for various items: Lesson plans, Journals, Student handbooks, Student work, School improvement planning, Service on committees, Relevant data, Class rules and procedures, Participation in The Teacher Working Condition Survey, Professional Learning Communities, Membership in professional organizations, Formal and informal mentoring, Surveys, National Board Certification, and Discipline records.

After the administrator has completed the Summary Rating Form, the **Allow the teacher to view this summary rating form** box in **Summary Status** must be checked so the teacher can view the form.

The screenshot shows the **Summary Status** section of the form. The **Summary Status** field contains a checkbox labeled "Allow the teacher to view this summary rating form." which is checked. A yellow arrow points to this checkbox. Other fields include:

- Summary Name:** Summary Rating Sheet for 2011-2012
- Teacher Name:** Jill Teacher
- School:** Henderson Collegiate
- Evaluator:** Principal (dropdown), Jose
- School Year:** 2011-2012 (dropdown)
- View Rubric Form:** <Select Rubric Form> (dropdown)
- Form Status:** Save successful!
- Teacher Status:** Probationary Year 1 (dropdown)
- District:** Charter
- Evaluator's Title:** Principal
- Date Completed:** <Not completed>
- Legend:** ☐ Peer Observation ☐ Principal Observation ☐ Summary

Note : A Warning! message will always appear after signing as a reminder to:

- Check the box allowing the teacher to view
- Signing will lock the form

The screenshot shows a warning dialog box with the following text:

Warning!

Consider allowing the teacher access to review this summary rating form before you (the evaluator) sign.

Your signature will LOCK this form and NO modifications to this form will be allowed.

To grant permission for the teacher to view this form click the box next to the Summary Status.

Are you sure you want to sign the summary rating form?

Buttons: OK, Cancel

An additional file may be added prior to the principal/evaluator signature by clicking on **Choose File** to find your file and then **Add File**.

After the form is complete, click on the box in the **Principal/Evaluator Signature** column and follow the signature steps previously explained.

Additional Documentation (optional)

File: No file chosen

Electronic Signature

Teacher Signature	Principal/Evaluator Signature
<input type="checkbox"/> The teacher's signature on this form represents neither acceptance nor approval of the report. It does, however, indicate that the teacher has reviewed the report with the evaluator and may reply in writing.	<input type="checkbox"/> The signature of the principal or evaluator verifies that the report has been reviewed and that the proper process has been followed according to North Carolina State Board of Education Policy for the Teacher Evaluation Process.

Teacher's Comments:

- After the Principal/Evaluator signs the form, it is locked. No further changes can be made.
- The teacher may sign the form at the same time and/or login later to sign.
- After both the principal and teacher sign the form, the **Add Comments** box becomes live for the teacher.
- The teacher will sign in using his/her own UID and password to add comments. When comments are added by the teacher, a warning message will appear stating “*Comments cannot be removed after adding.*”
- An email is sent to the administrator advising comments have been added.
- Principal will login and click the box **Comments Attached** and sign again.

Teacher Professional Development Plan OR New Preliminary Development Plan

Teacher Professional Development Plan OR New Preliminary Development Plan

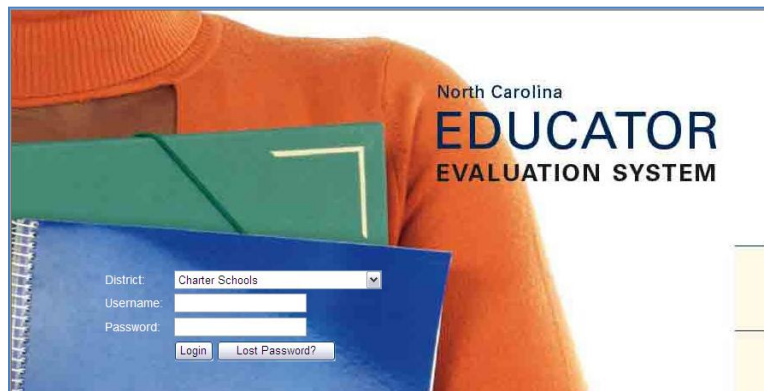
Log into: <https://mxweb.media-x.com/home/ncval/>

Select the correct school district

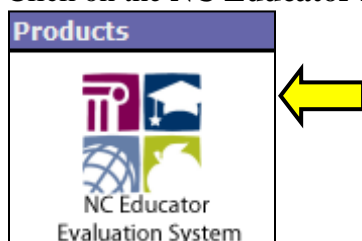
Type in the username that was provided to you (UID number)

Type in your password

Click **Login**



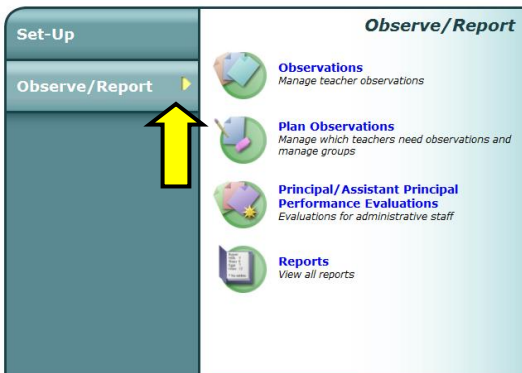
Click on the **NC Educator Evaluation System** icon.



Note: If the teacher has a New Preliminary Development Plan, then a Professional Development Plan does not need to be completed.

To view the forms:

Click on **Observe/Report**.



Click on **Observations**.



Click on the **Teacher Task** tab to view the teacher's Self Assessment and Preliminary Development Plan.



Click on the **Observer Task** tab to view the teacher's Observations, Professional Development Plan, Record of Teacher Evaluation Activities, and Summary Rating Sheet.



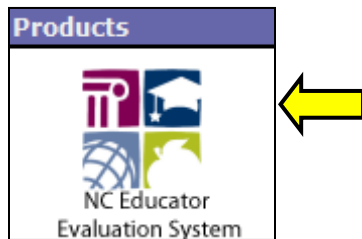
The Professional Development Plan and new Preliminary Development Plan are nearly identical. The steps below are for the Professional Development Plan.

The Professional Development Plan is created by the administrator. The teacher and the administrator have the ability to add content to the form.

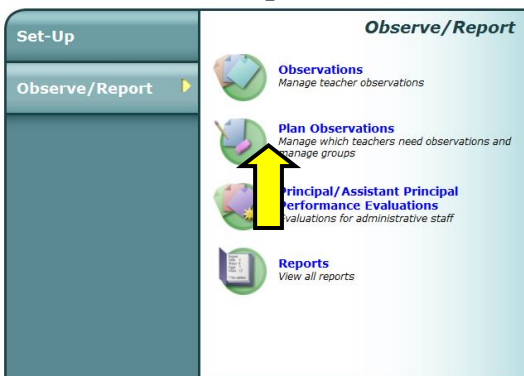
Note: The Preliminary Development Plan is created by the teacher. The teacher and the administrator have the ability to add content to the form. A Preliminary Development Plan created in a previous school year will roll to the next school year and appear on the **Teacher Task** tab.

Once an administrator signs either of the forms, they are locked.

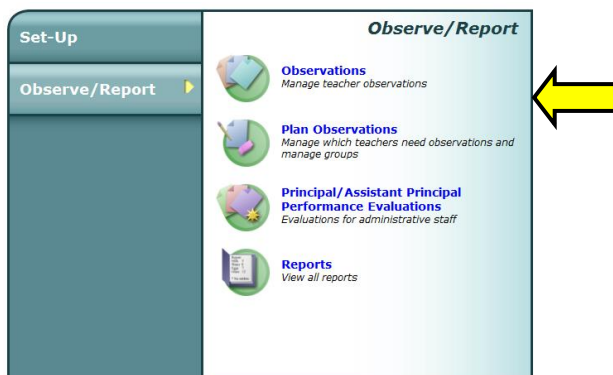
Click on the **NC Educator Evaluation System** icon.



Click on **Observe/Report**.



Click on **Observations**.



Click on the teacher's name

Click **Professional Development Plan** (form was automatically created when the Summary Rating Sheet was created) in the **Forms** box.

	Name	Teacher	Status
✗	Professional Development Plan based on 2011-2012	can view	In progress
✗	Record of Teacher Evaluation Activities for 2011-2012	can view	In progress
✗	Summary Rating Sheet for 2011-2012	can view	Completed

Use the drop down menus to choose the **Teacher Status** and **Plan**. Type in the teacher's **Subject Area**.

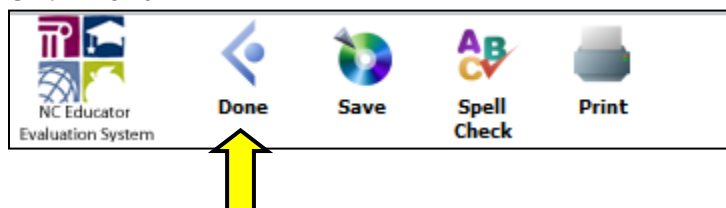
The teacher and administrator have editing privileges to complete section B: **Teacher's Strategies**.

Note: No one can type in Section A (Professional Teaching Standards, Standard(s) to be addressed, and Element(s) to be addressed). This section will self populate if an observation is marked **Developing** or **Not Demonstrated**.

Click **Save**



Click **Done**



The Professional Development Plan can be viewed by the teacher in his/her **Teacher Task** tab under Professional Development Plan box.

The administrator signs the form using the same signature steps as previously shown. The form is now locked and no additional modifications can be made.

Note: The form is grayed out and there is a check mark in the Administrator's Signature box.

The teacher signs the form.

Electronic Signature		
Teacher's Signature	Mentor's Signature	Administrator's Signature
<input checked="" type="checkbox"/> The teacher's signature on this form represents neither acceptance nor approval of the report. It does, however, indicate that the teacher has reviewed the report with the evaluator and may reply in writing.	<input type="checkbox"/> Click the checkbox to sign.	<input checked="" type="checkbox"/> The signature of the Administrator or evaluator verifies that the report has been reviewed and that the proper process has been followed according to North Carolina State Board of Education Policy for the Teacher Evaluation Process.



When it is time to complete the Mid-Year Review of the Professional Development Plan, click on the **Mid-Year Review** tab.

Click on the calendar and clock icon to set the date of the Mid-Year Review.



The teacher and administrator have editing privileges to complete section C: **Evidence of Progress Toward Specific Standards of Elements to be Addressed/Enhanced**.

The teacher may type comments into section D: **Narrative** prior to the administrator signing the form. Once the administrator signs the form, it is locked.

Follow the same procedures as above to sign and complete the Mid-Year Review.

Professional Development Plan		Mid-Year Review		End-of-Year Review	
Plan Name	Professional Development Plan based on 2011-2012	Form Status	Editing		
Teacher Name	Jill Teacher	Position	Teacher		
School	Henderson Collegiate	District	Charter		
Teacher Status	Probationary Teacher Year 1	Subject Area	Elementary		
School Year	2011-2012	Summary Rating Form	(07-22-2011) Summary Rating Sheet for 2011-2012		
		Plan	Directed		
Select Mentor Site	Henderson Collegiate	Select Mentor Name			
Date Completed	Professional Development Plan : Fri Jul 22 2011		Mid-Year Review :		End-of-Year Review :
Mid-Year Review to be completed by (date) Fri Jul 22 2011					
C. Evidence of Progress Toward Specific Standards of Elements to be Addressed/Enhanced					
Comments					
D. Narrative					
Teacher's Comments:		Mentor's Comments:		Administrator's Comments:	
Teacher Comments				Comments	
Electronic Signature					
Teacher's Signature		Mentor's Signature		Administrator's Signature	
<input type="checkbox"/> The teacher's signature on this form represents neither acceptance nor approval of the report. It does, however, indicate that the teacher has reviewed the report with the evaluator and may reply in writing.		<input type="checkbox"/> Click the checkbox to sign.		<input type="checkbox"/> The signature of the Administrator or evaluator verifies that the report has been reviewed and that the proper process has been followed according to North Carolina State Board of Education Policy for the Teacher Evaluation Process.	

Choose the date you are completing the Mid-Year Review by clicking **Today** or by clicking the day in the calendar and then **Set**.

Calendar interface showing April 2011. The 'Today' button is highlighted with a yellow arrow.

Note: You may click <, << or >, >> to navigate through previous or next months and years.

When it is time to complete the End-of-Year Review of the Professional Development Plan, click on the **End-of-Year Review** tab.

Click on the calendar and clock icon to set the date of the End-of-Year Review.

The teacher and administrator have editing privileges to complete section E: **Evidence of Progress Toward Specific Standards of Elements to be Addressed/Enhanced** and section F: **Goal 1 was successfully completed**.

The teacher may type comments into section G: **Narrative** prior to the administrator signing the form. Once the administrator signs the form, it is locked.

Follow the same procedures as above to sign and complete the End-of-Year Review.

Professional Development Plan		Mid-Year Review		End-of-Year Review											
Plan Name	Professional Development Plan based on 2011-2012	Form Status	Editing												
Teacher Name	Jill Teacher	Position	Teacher												
School	Henderson Collegiate	District	Charter												
Teacher Status	Probationary Teacher Year 1	Subject Area	Elementary												
School Year	2011-2012	Summary Rating Form	(07-22-2011) Summary Rating Sheet for 2011-2012												
		Plan	Directed												
Select Mentor Site	Henderson Collegiate	Select Mentor Name													
Date Completed	Professional Development Plan : Fri Jul 22 2011	Mid-Year Review : Fri Jul 22 2011	End-of-Year Review :												
End-of-Year Review to be completed by (date) Fri Jul 22 2011															
E. Evidence of Progress Toward Specific Standards of Elements to be Addressed/Enhanced Comments															
F. <table> <tr> <td>Goal 1 was successfully completed</td> <td>Yes</td> </tr> <tr> <td>Goal 2 was successfully completed</td> <td></td> </tr> <tr> <td>Goal 3 was successfully completed</td> <td></td> </tr> <tr> <td>Goal 4 was successfully completed</td> <td></td> </tr> <tr> <td>Goal 5 was successfully completed</td> <td></td> </tr> </table>						Goal 1 was successfully completed	Yes	Goal 2 was successfully completed		Goal 3 was successfully completed		Goal 4 was successfully completed		Goal 5 was successfully completed	
Goal 1 was successfully completed	Yes														
Goal 2 was successfully completed															
Goal 3 was successfully completed															
Goal 4 was successfully completed															
Goal 5 was successfully completed															
G. Narrative <table> <tr> <td>Teacher's Comments:</td> <td>Mentor's Comments:</td> <td>Administrator's Comments:</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>						Teacher's Comments:	Mentor's Comments:	Administrator's Comments:							
Teacher's Comments:	Mentor's Comments:	Administrator's Comments:													
Electronic Signature <table> <tr> <td> Teacher's Signature <input type="checkbox"/> The teacher's signature on this form represents neither acceptance nor approval of the report. It does, however, indicate that the teacher has reviewed the report with the evaluator and may reply in writing. </td> <td> Mentor's Signature <input type="checkbox"/> Click the checkbox to sign. </td> <td> Administrator's Signature <input type="checkbox"/> The signature of the Administrator or evaluator verifies that the report has been reviewed and that the proper process has been followed according to North Carolina State Board of Education Policy for the Teacher Evaluation Process. </td> </tr> </table>						Teacher's Signature <input type="checkbox"/> The teacher's signature on this form represents neither acceptance nor approval of the report. It does, however, indicate that the teacher has reviewed the report with the evaluator and may reply in writing.	Mentor's Signature <input type="checkbox"/> Click the checkbox to sign.	Administrator's Signature <input type="checkbox"/> The signature of the Administrator or evaluator verifies that the report has been reviewed and that the proper process has been followed according to North Carolina State Board of Education Policy for the Teacher Evaluation Process.							
Teacher's Signature <input type="checkbox"/> The teacher's signature on this form represents neither acceptance nor approval of the report. It does, however, indicate that the teacher has reviewed the report with the evaluator and may reply in writing.	Mentor's Signature <input type="checkbox"/> Click the checkbox to sign.	Administrator's Signature <input type="checkbox"/> The signature of the Administrator or evaluator verifies that the report has been reviewed and that the proper process has been followed according to North Carolina State Board of Education Policy for the Teacher Evaluation Process.													

View Record of Teacher Evaluation Activities

View Record of Teacher Evaluation Activities

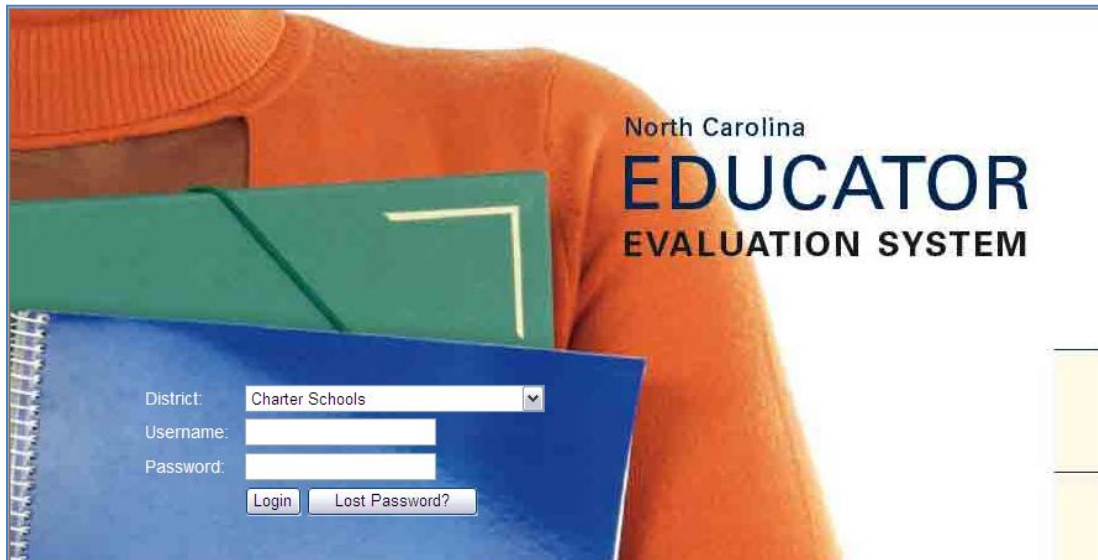
Log into: <https://mxweb.media-x.com/home/ncval/>

Select the correct school district

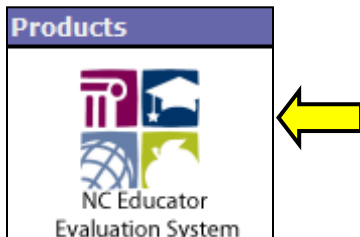
Type in the username that was provided to you (UID number)

Type in your password

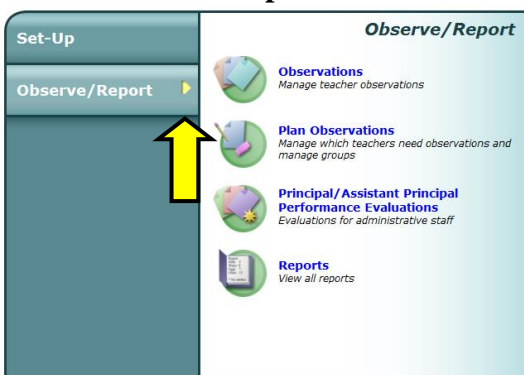
Click **Login**



Click on the **NC Educator Evaluation System** icon.



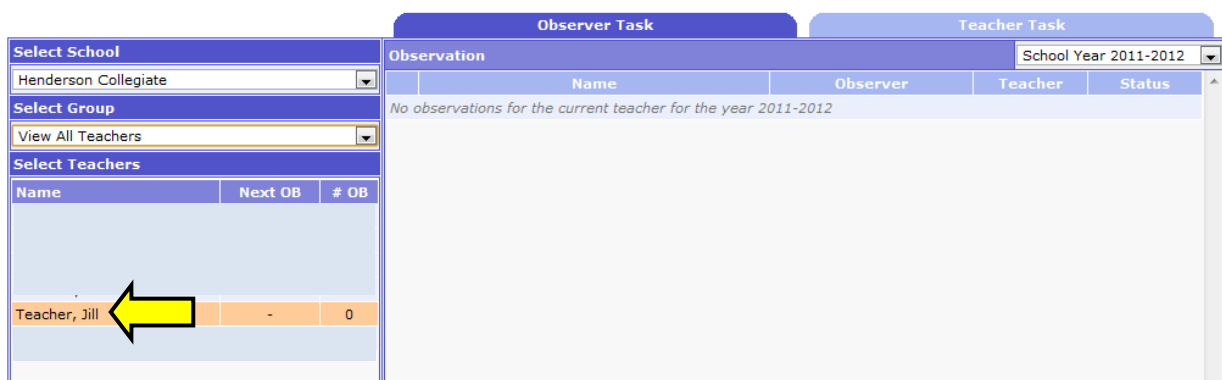
Click on **Observe/Report**.



Click on **Observations**.



Click on the teacher's name



Click **Record of Teacher Evaluation Activities** (form was automatically created when the Summary Rating Sheet was created) in the **Forms** box.

Form			
	Name	Teacher	Status
	Professional Development Plan based on 2011-2012	can view	In progress
	Record of Teacher Evaluation Activities for 2011-2012	can view	In progress
	Summary Rating Sheet for 2011-2012	can view	Completed

The form will indicate when each activity was signed by the teacher and the evaluator.

Note: If you previously changed the name of the observation it will not be updated on the record of teacher evaluation activities form.

Record Name	Record of Teacher Evaluation Activities for 2011-2012	Form Status	Viewing
Teacher Name	Jill Teacher	Teacher ID	teacher_jill@school.net
Position/Assignment	Elementary Teacher		
School Name	Henderson Collegiate	School Year	2011-2012
Evaluator Name	Jose Principal	Evaluator Title	Principal
Teacher Background (Briefly describe the teacher's educational background, years of experience, teaching assignment, and any other factors that may impact the evaluation):			
Principal types here			

Activity	Date	Teacher Signature	Date	Evaluator Signature
Orientation		<input type="checkbox"/> Click the checkbox to sign		<input type="checkbox"/> Click the checkbox to sign
Pre-Observation Conference		<input type="checkbox"/> Click the checkbox to sign		<input type="checkbox"/> Click the checkbox to sign
Observation #1	07-22-2011	<input checked="" type="checkbox"/> Jill Teacher	07-22-2011	<input checked="" type="checkbox"/> Jose Principal
Post-Observation Conference #1	07-22-2011	<input checked="" type="checkbox"/> Jill Teacher	07-22-2011	<input checked="" type="checkbox"/> Jose Principal
Pre-Observation Conference (optional)		<input type="checkbox"/> Click the checkbox to sign		<input type="checkbox"/> Click the checkbox to sign
Observation #2	07-22-2011	<input checked="" type="checkbox"/> Jill Teacher	07-22-2011	<input checked="" type="checkbox"/> Jose Principal
Post-Observation Conference #2	07-22-2011	<input checked="" type="checkbox"/> Jill Teacher	07-22-2011	<input checked="" type="checkbox"/> Jose Principal
Pre-Observation Conference (optional)		<input type="checkbox"/> Click the checkbox to sign		<input type="checkbox"/> Click the checkbox to sign
Observation #3	07-22-2011	<input checked="" type="checkbox"/> Jill Teacher	07-22-2011	<input checked="" type="checkbox"/> Jose Principal
Post-Observation Conference #3	07-22-2011	<input checked="" type="checkbox"/> Jill Teacher	07-22-2011	<input checked="" type="checkbox"/> Jose Principal
Pre-Observation Conference (optional)		<input type="checkbox"/> Click the checkbox to sign		<input type="checkbox"/> Click the checkbox to sign
Observation #4 (if required)				
Post-Observation Conference #4 (if required)				
Summary Evaluation Conference	07-22-2011	<input checked="" type="checkbox"/> Jill Teacher	07-22-2011	<input checked="" type="checkbox"/> Jose Principal
Professional Development Plan Completed	07-22-2011	<input checked="" type="checkbox"/> Jill Teacher	07-22-2011	<input checked="" type="checkbox"/> Jose Principal
Professional Development Plan Completed Mid-Year Review	07-22-2011	<input checked="" type="checkbox"/> Jill Teacher	07-22-2011	<input checked="" type="checkbox"/> Jose Principal
Professional Development Plan Completed End-of-Year Review	07-22-2011	<input checked="" type="checkbox"/> Jill Teacher	07-22-2011	<input checked="" type="checkbox"/> Jose Principal

This form will allow you to **confirm attendance** at orientation and pre-observation conferences. Click in the appropriate checkbox(es) to sign. You will be prompted by a pop-up dialog box to authenticate yourself by entering your password.

The North Carolina Teacher Evaluation is based, in part, on informal and formal observations and conferences conducted on the following dates:				
Activity	Date	Teacher Signature	Date	Evaluator Signature
Orientation		<input type="checkbox"/> Click the checkbox to sign		<input type="checkbox"/> Click the checkbox to sign
Pre-Observation Conference		<input type="checkbox"/> Click the checkbox to sign		<input type="checkbox"/> Click the checkbox to sign
Observation #1	07-22-2011	<input checked="" type="checkbox"/> Jill Teacher	07-22-2011	<input checked="" type="checkbox"/> Jose Principal
Post-Observation Conference #1	07-22-2011	<input checked="" type="checkbox"/> Jill Teacher	07-22-2011	<input checked="" type="checkbox"/> Jose Principal
Pre-Observation Conference (optional)		<input type="checkbox"/> Click the checkbox to sign		<input type="checkbox"/> Click the checkbox to sign
Observation #2	07-22-2011	<input checked="" type="checkbox"/> Jill Teacher	07-22-2011	<input checked="" type="checkbox"/> Jose Principal

Note: This form will not allow the teacher to sign certain activities from the principal's computer. Teacher must login with this/her own UID and Password to sign; i.e., Orientation, Pre-Observation Conference, etc.

Principal/Assistant Principal Self-Evaluation

Principal/Assistant Principal Self-Evaluation

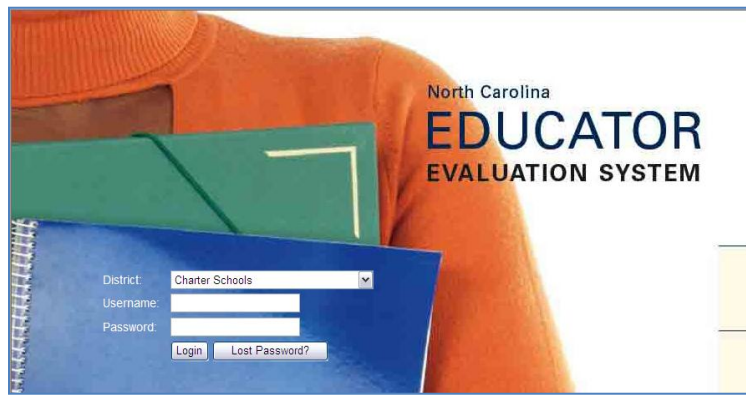
Log into: <https://mxweb.media-x.com/home/ncval/>

Select the correct school district

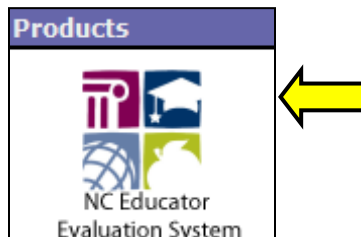
Type in the username that was provided to you (UID number)

Type in your password

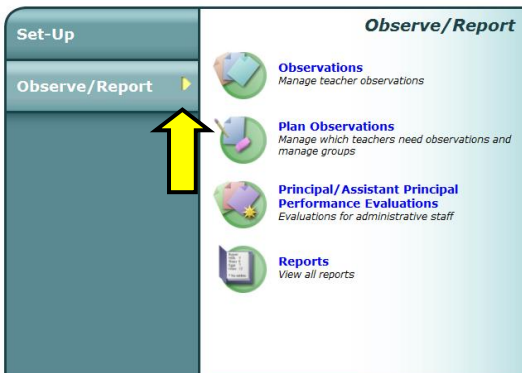
Click **Login**



Click on the **NC Educator Evaluation System** icon.



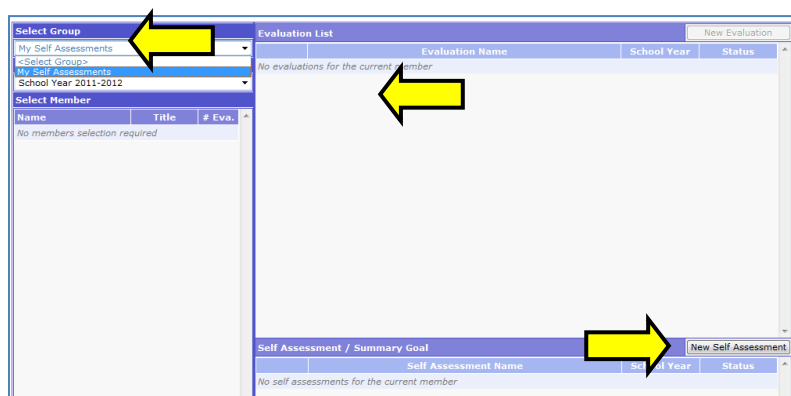
Click on **Observe/Report**.



Click on **Principal/Assistant Principal Performance Evaluations**



Use the **Select Group** drop down and choose My Self Assessments
Click on **New Self Assessments**



Click **Next**. (The fields are pre-populated.)

Choose the correct rubric for your position in the **Select Set** drop down (Assistant Principal OR Principal)

Click **Next**.

Member Name	Jose Principal
Role	Principal
Assignment/Title	Principal
Self Assessment Name	Self Assessment 1 for Jose Principal
Select Set	Rubric for Evaluating North Carolina Principals
Select Form	Rubric for Evaluating North Carolina Assistant Principals
	<input checked="" type="checkbox"/> Summary Goal Form
Select Checklist	<none>


Next

Click on **Evaluation Rubric**

Member Name	Jose Principal
Member Role	Principal
Member Assignment/Title	Principal
Self Assessment Name	Self Assessment 1 for Jose Principal
School Year	2011-2012
Set Name	Rubric for Evaluating North Carolina Principals
Self Assessment Status	<input type="checkbox"/> I have completed my self assessment and the observer can view my self assessment
Form	Form Status
<input type="radio"/> Evaluation Rubric <input type="radio"/> Summary Goal Form	In Progress In Progress

Click on the **Calendar and Clock** icon that is located next to *<No dates set>*. Using the calendar that popped up, choose the date and click **Set**.

Use the drop downs to choose the **Start Time** and **School Year**.

Self Assessment Name	Self Assessment 2011-2012	Form Status	Editing
Principal Name	Jose Principal	Date	 <No dates set>
School	Henderson Collegiate	District	Charter
Start Time/End Time	<div> <div>▼</div> <div>▼</div> <div>AM ▼</div> <div>To</div> <div>▼</div> <div>▼</div> <div>AM ▼</div> </div>	School Year	2011-2012 ▼

Read and fill out the observation form by clicking in the appropriate boxes, standard by standard, element by element.

Standard I: Strategic Leadership				
Principals will create conditions that result in strategically re-imagining the school's vision, mission, and goals in the 21st century. Understanding that schools ideally prepare students for an unseen but not altogether unpredictable future, the leader creates a climate of inquiry that challenges the school community to continually re-purpose itself by building on its core values and beliefs about its preferred future and then developing a pathway to reach it.				
a. School Vision, Mission and Strategic Goals: The school's identity, in part, is derived from the vision, mission, values, beliefs and goals of the school, the processes used to establish these attributes and the ways they are embodied in the life of the school community.				
Developing	Proficient	Accomplished	Distinguished	Not Demonstrated (Comment Required)
<input checked="" type="checkbox"/> Develops his/her own vision of the changing world in the 21st century that schools are preparing children to enter	... and <input checked="" type="checkbox"/> Leads and implements a process for developing a shared vision and strategic goals for student achievement that reflect high expectations for students and staff <input type="checkbox"/> Maintains a focus on the vision and strategic goals throughout the school year	... and <input type="checkbox"/> Creates with stakeholders a vision for the school that captures peoples' attention and imagination <input type="checkbox"/> Designs and implements collaborative processes to collect and analyze data about the school's progress for the periodic review and revision of the school's vision, mission, and strategic goals	... and <input type="checkbox"/> Ensures that the school's identity (vision, mission, values, beliefs and goals) actually drive decisions and inform the culture of the school <input type="checkbox"/> Initiates changes to the vision and goals based on data to improve performance, school culture and school success	

You may type in **Comments**, attach a **File** (.txt, PDF, .doc, .docx, ppt, pptx), include a web **Link**, check the boxes of **Example of Artifacts**, and add additional examples of artifacts in the empty boxes.

Comments

File:

Link:

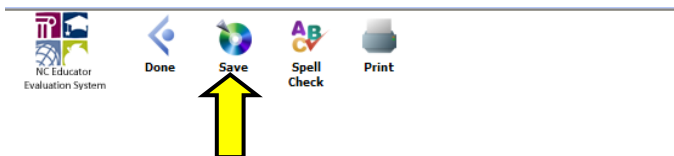
Examples of Artifacts:

<input type="checkbox"/> School Improvement Plan	<input type="checkbox"/> Evidence of shared decision making and distributed leadership
<input type="checkbox"/> NC Teacher Working Conditions Survey	<input type="text"/>
<input type="checkbox"/> Evidence of School Improvement Team	<input type="text"/>
<input type="checkbox"/> Student achievement and testing data	<input type="text"/>
<input type="checkbox"/> Statement of school vision, mission, values, beliefs and goals	<input type="text"/>
<input type="checkbox"/> Evidence of stakeholder involvement in development of vision, mission, value, belief and goal statements	

Once you have completed all of the standards of your Self Assessment, use the drop downs to choose your **End Time**.

Self Assessment Name	Self Assessment 2011-2012	Form Status	Editing
Principal Name	Jose Principal	Date	<No dates set>
School	Henderson Collegiate	District	Charter
Start Time/End Time	<input type="text"/> AM To <input type="text"/> AM	School Year	2011-2012

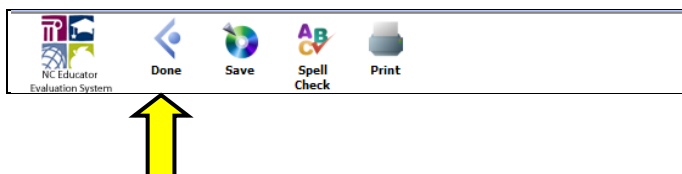
Click on the **Save** icon.



You may click on the **Print** icon to print out the observation form (The print icon opens the self-assessment in a new window).

Click on the **Done** icon.

You will be prompted if you want to save before leaving.



Note: Even before you completely finish the Self Assessment, it is advisable to click on the **Save** icon to save the information that you have entered so far. Incidentally, the system will not indicate any skipped standards/elements. It is your responsibility to ensure that the Self Assessment is complete.

After completing the Evaluation Rubric, click in the **Self Assessment Status** box “I have completed my self assessment and the observer can view my self assessment.” This will lock the form and you cannot make any modifications to the form.

Note: If you do not check this box, your supervisor cannot see your self assessment.

Member Name	Jose Principal
Member Role	Principal
Member Assignment/Title	Principal
Self Assessment Name	Self Assessment 2011-2012
School Year	2011-2012
Set Name	Rubric for Evaluating North Carolina Principals
Self Assessment Status	<input type="checkbox"/> I have completed my self assessment and the observer can view my self assessment

Form	Form Status
Evaluation Rubric	In Progress
Summary Goal Form	In Progress



Principal/Assistant Principal Summary Goal Form

Principal/Assistant Principal Summary Goal Form

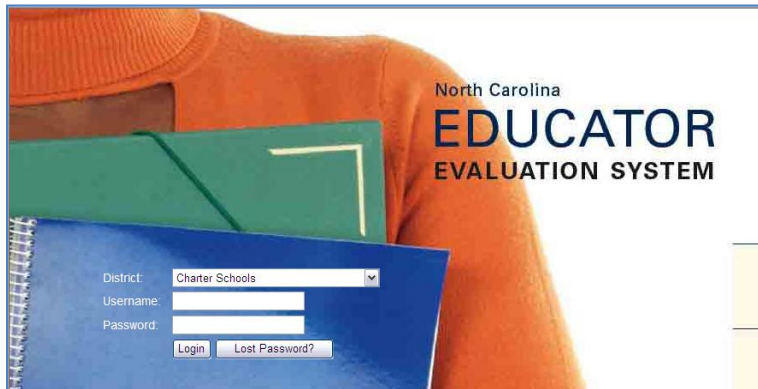
Log into: <https://mxweb.media-x.com/home/ncval/>

Select the correct school district

Type in the username that was provided to you (UID number)

Type in your password

Click **Login**



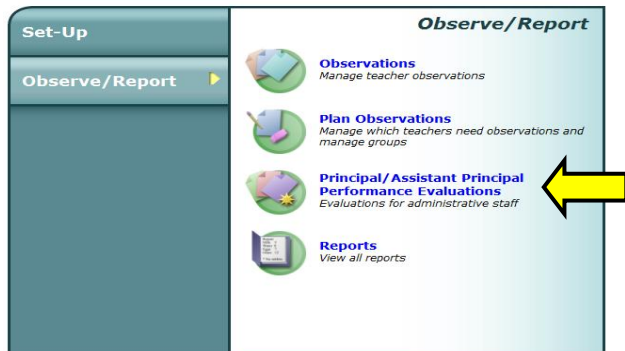
Click on the NC Educator Evaluation System icon.



Click on **Observe/Report**.

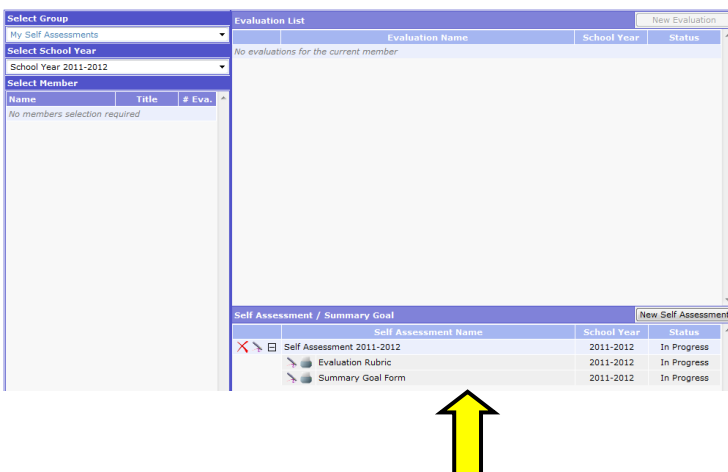


Click on **Principal/Assistant Principal Performance Evaluations**



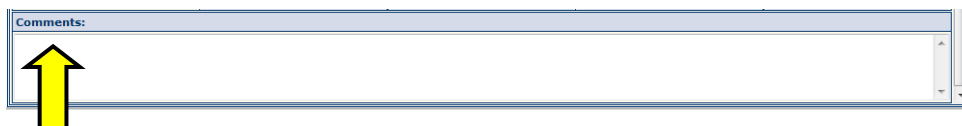
Use the **Select Group** drop down and choose My Self Assessments

Click on **Summary Goal Form** (automatically created when the new self assessment was created).



Complete the Summary Goal Form and add any additional comments at the end.
Your supervisor has permission to modify the Summary Goal Form.

Observation Name	Self Assessment 2011-2012	Form Status	Editing
Principal Name	Jose Principal	District	Charter
School	Henderson Collegiate	School Year	2011-2012
Standard	<p>Standard(s) to be addressed:</p> <p>1. Strategic Leadership 2. Instructional Leadership 3. Cultural Leadership 4. Human Resource Leadership 5. Managerial Leadership 6. External Development Leadership 7. Micro-political Leadership</p> <p>Element(s) to be addressed:</p> <p>1.A. School Vision, Mission and Strategic Goals 1.B. Leading Change 1.C. School Improvement Plan 1.D. Distributive Leadership 2.A. Focus on Learning and Teaching, Curriculum, Instruction and Assessment 2.B. Focus on Instructional Time 3.A. Focus on Collaborative Work Environment 3.B. School Culture and Identity 3.C. Acknowledges Failures; Celebrates Accomplishments and Rewards 4.A. Professional Development/Learning Communities 4.B. Recruiting, Hiring, Placing and Mentoring of staff 4.C. Teacher and Staff Evaluation 5.A. School Resources and Budget 5.B. Conflict Management and Resolution 5.C. Systematic Communication 5.D. School Expectations for Students and Staff 6.A. Parent and Community Involvement and Outreach 6.B. Federal, State and District Mandates 7.A. School Executive Micro-political Leadership</p>		
Standard	Goal(s)	Key Activities/Strategies (What you need to do to accomplish the goal)	Outcomes (Measurement) Time Line For Measuring Goal Outcome
1. Strategic Leadership • A. School Vision, Mission and Strategic Goals • B. Leading Change • C. School Improvement Plan • D. Distributive Leadership			

A screenshot of a web-based form. At the top, there is a label 'Comments:' in a small blue box. Below it is a large, empty white rectangular text area. A yellow arrow with a black outline points upwards towards the bottom-left corner of the text area. The text area has a thin blue border and a small vertical scrollbar on the right side.

Note: Standard and Elements to be addressed are pre-populated if the evaluation rubric was marked as **Developing** and/or **Not Demonstrated**.

Create a Group for Assistant Principals

Create a Group for Assistant Principals

You must create a group for all principal's roles to be evaluated.

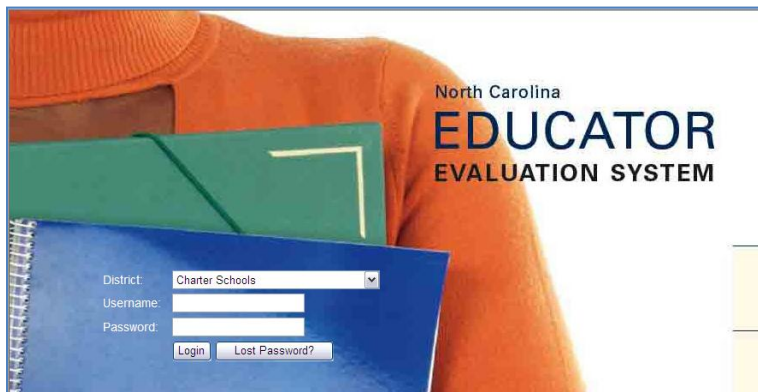
Log into: <https://mxweb.media-x.com/home/ncval/>

Select the correct school district

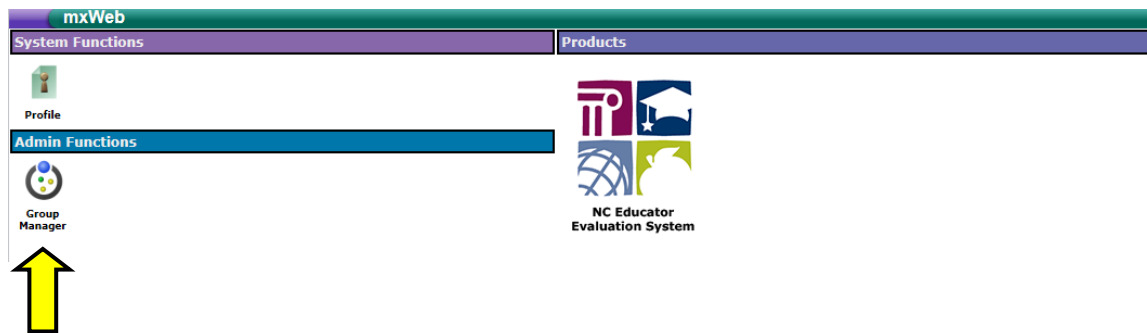
Type in the username that was provided to you (UID number)

Type in your password

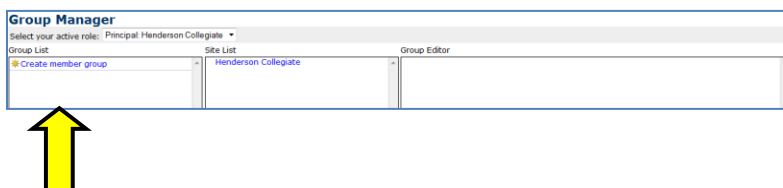
Click **Login**



Click on the **Group Manager** icon.

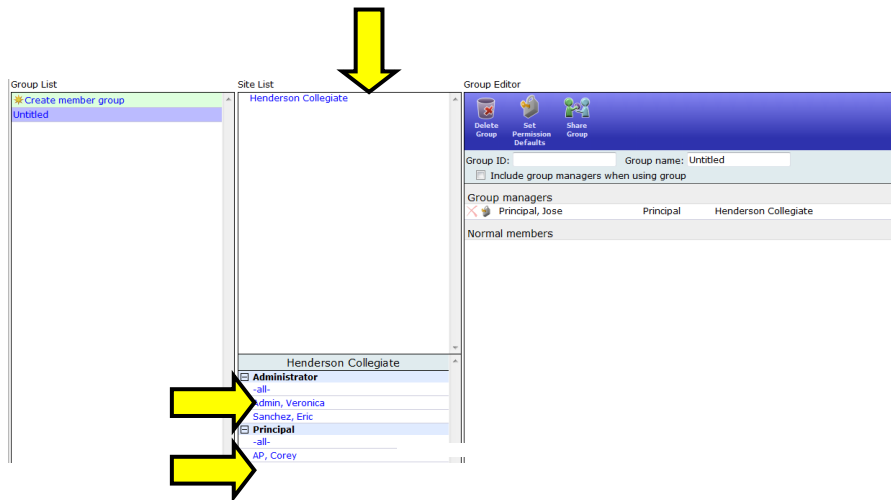


Click **Create Member group**.



Click on your school name in the **Site List** column.

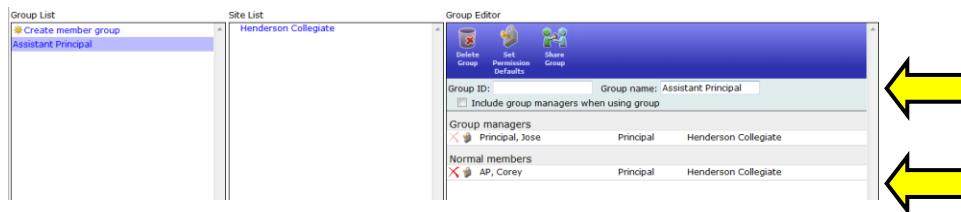
Your school will appear below. Click on the **plus symbol** next to **Administrator** and **Principal** to expand the lists.



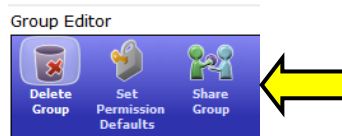
Note: Do not create groups for teachers in this area.

Rename your group in the **Group name:** box.

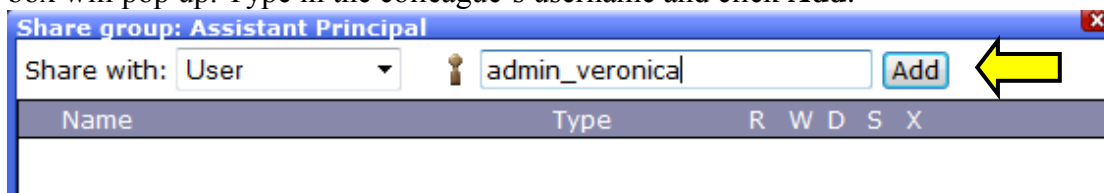
Click on the names of the administrators and/or principals who should be in the group. The name of the person will be listed under **Normal members**.



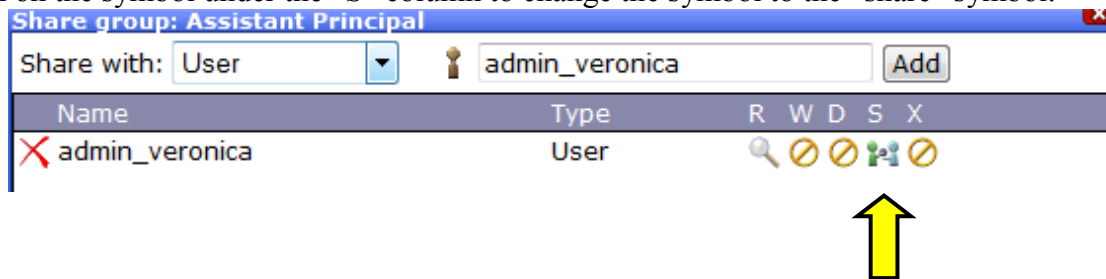
Note: If you need to share your group with a colleague, click on the **Share Group** icon.



This box will pop up. Type in the colleague's username and click **Add**.



Click on the symbol under the “S” column to change the symbol to the “share” symbol.



Note: By sharing groups, you may perform the following functions:

- Read – R
- Write – W
- Delete – D
- Share –S
- Block – X.

To temporarily block access to an individual assigned to the group click on the symbol under “X.”

Principal/Assistant Principal Evaluation

Principal/Assistant Principal Evaluation

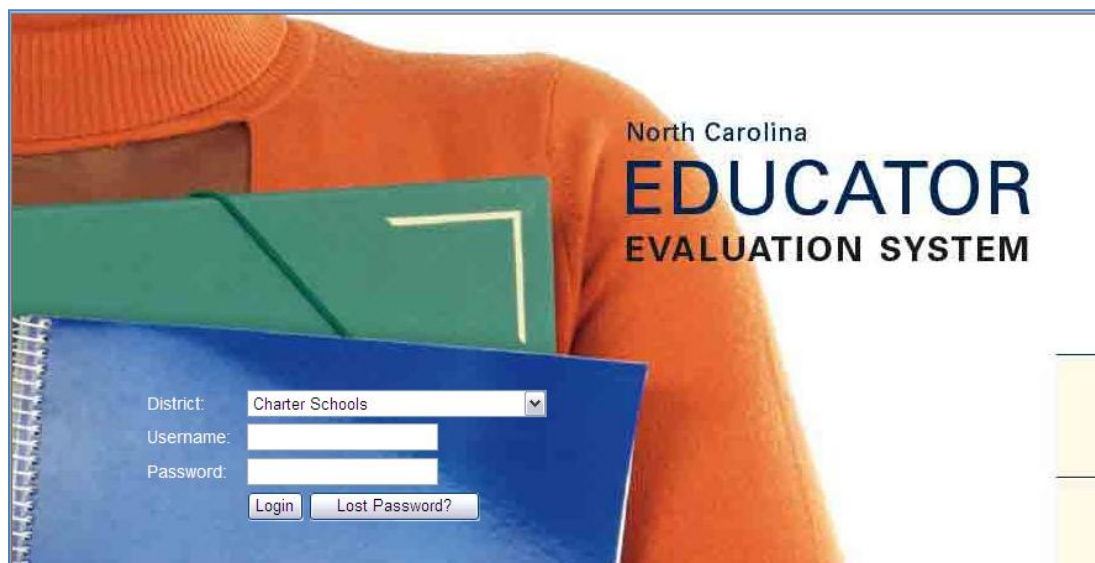
Log into: <https://mxweb.media-x.com/home/ncval/>

Select the correct school district

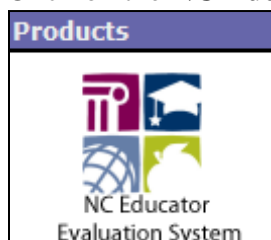
Type in the username that was provided to you (UID number)

Type in your password

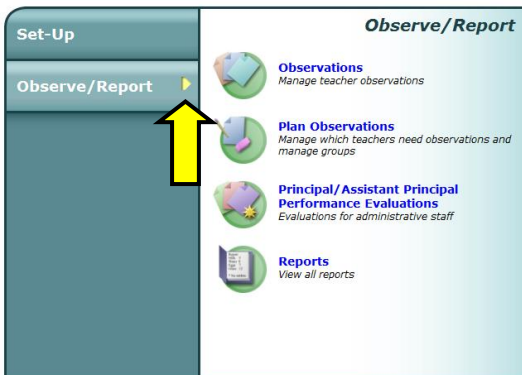
Click **Login**



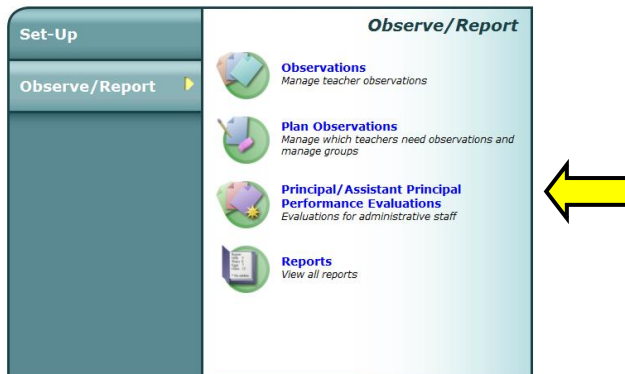
Click on the NC Educator Evaluation System icon.



Click on **Observe/Report**.



Click on **Principal/Assistant Principal Performance Evaluations**

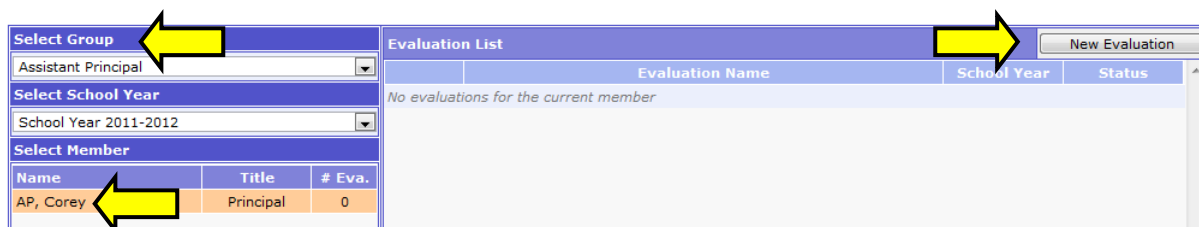


Use the **Select Group** drop down and choose the group that you created.

Note: If you have not created a group in Group Manager or if a group has not been shared with you, please see those instructions.


Click on the **principal's name**.

Click **New Evaluation**.







- Choose the correct rubric for the position of the person you are evaluating in the **Select Set** drop down (Assistant Principal OR Principal).
- Click **Next**. (The fields are pre-populated.)
- **Note:** The system will automatically create four forms, unless you uncheck the boxes.
- Forms: Evaluation Rubric, Summary Evaluation Rating Form, Progress Toward Achieving Goals, and Summary Goal Form.

Member Name	Corey AP
Role	Principal
Assignment/Title	Assistant Principal
Evaluation Name	Evaluation 1 for Corey AP
Select Set	Rubric for Evaluating North Carolina Assistant Principals
Select Form	<input checked="" type="checkbox"/> Rubric for Evaluating North Carolina Assistant Principals <input checked="" type="checkbox"/> Summary Evaluation Rating Form <input checked="" type="checkbox"/> Progress Toward Achieving Goals <input checked="" type="checkbox"/> Summary Goal Form
Select Checklist	<none>




Click on Evaluation Rubric

Member Name	Corey AP
Member Role	Principal
Member Assignment/Title	Assistant Principal
Evaluation Name	Evaluation 1 for Corey AP
School Year	2011-2012
Evaluation created by	Jose Principal
Set Name	Rubric for Evaluating North Carolina Assistant Principals

Form	Form Status
 Evaluation Rubric	In Progress
 Summary Evaluation Rating Form	In Progress
 Progress Toward Achieving Goals	In Progress
 Summary Goal Form	In Progress

Click on the **Calendar and Clock** icon that is located next to *<No dates set>*. Using the calendar that popped up, choose the date and click **Set**.
Use the drop downs to choose the **Start Time**.

Observation Name	Evaluation 1 for Eric Sanchez	Form Status	Editing
Assistant Principal Name	Eric Sanchez	Date Completed	<Not completed>
School	Henderson Collegiate	District	Charter
Evaluator	Jose Principal	Title	Principal
Date of Observation	 <No dates set>	Start Time/End Time	<input type="text"/> : <input type="text"/> AM To <input type="text"/> : <input type="text"/> AM
School Year	2011-2012		

Read and fill out the evaluation by clicking in the appropriate boxes, standard by standard, element by element.

Standard I: Strategic Leadership				
Principals will create conditions that result in strategically re-imagining the school's vision, mission, and goals in the 21st century. Understanding that schools ideally prepare students for an unseen but not altogether unpredictable future, the leader creates a climate of inquiry that challenges the school community to continually re-purpose itself by building on its core values and beliefs about its preferred future and then developing a pathway to reach it.				
a. School Vision, Mission and Strategic Goals: The school's identity, in part, is derived from the vision, mission, values, beliefs and goals of the school, the processes used to establish these attributes and the ways they are embodied in the life of the school community.				
Developing	Proficient	Accomplished	Distinguished	Not Demonstrated (Comment Required)
<input checked="" type="checkbox"/> Develops his/her own vision of the changing world in the 21st century that schools are preparing children to enter	... and <input checked="" type="checkbox"/> Leads and implements a process for developing a shared vision and strategic goals for student achievement that reflect high expectations for students and staff <input type="checkbox"/> Maintains a focus on the vision and strategic goals throughout the school year	... and <input type="checkbox"/> Creates with stakeholders a vision for the school that captures peoples' attention and imagination <input type="checkbox"/> Designs and implements collaborative processes to collect and analyze data about the school's progress for the periodic review and revision of the school's vision, mission, and strategic goals	... and <input type="checkbox"/> Ensures that the school's identity (vision, mission, values, beliefs and goals) actually drive decisions and inform the culture of the school <input type="checkbox"/> Initiates changes to the vision and goals based on data to improve performance, school culture and school success	

You may type in **Comments**, attach a **File** (.txt, PDF, .doc, .docx, ppt, pptx), include a web **Link**, check the boxes of **Example of Artifacts**, and add additional examples of artifacts in the empty boxes.

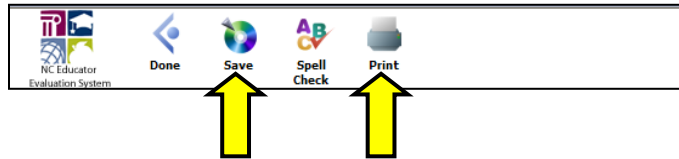
Comments	
File:	<input type="button" value="Browse..."/> <input type="button" value="Add File"/>
Link:	<input type="button" value="View Link"/>
Examples of Artifacts:	
<input type="checkbox"/> School Improvement Plan <input type="checkbox"/> NC Teacher Working Conditions Survey <input type="checkbox"/> Evidence of School Improvement Team <input type="checkbox"/> Student achievement and testing data <input type="checkbox"/> Statement of school vision, mission, values, beliefs and goals <input type="checkbox"/> Evidence of stakeholder involvement in development of vision, mission, value, belief and goal statements	<input type="checkbox"/> Evidence of shared decision making and distributed leadership <input type="text"/> <input type="text"/> <input type="text"/>

SUGGESTION: In the event that you will conduct more than one evaluation, type a date next to any comments that you have included.

Once you have completed all of the standards of your evaluation, use the drop downs to choose your **End Time**.

Self Assessment Name	Self Assessment 2011-2012	Form Status	Editing
Principal Name	Jose Principal	Date	<No dates set>
School	Henderson Collegiate	District	Charter
Start Time/End Time	<div> <div>▼</div> <div>▼</div> <div>AM ▼</div> <div>To</div> <div>▼</div> <div>▼</div> <div>AM ▼</div> </div>	School Year	2011-2012 ▼

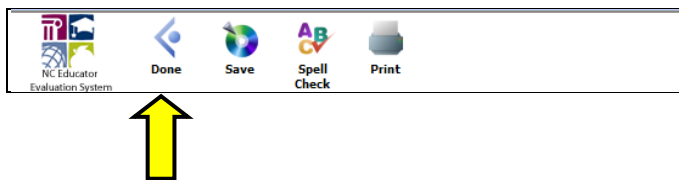
Click on the **Save** icon.



You may click on the **Print** icon to print out the evaluation (The print icon opens evaluation in a new window).

Click on the **Done** icon.

You will be prompted if you want to save before leaving.



Note: Even before you completely finish the evaluation, it is advisable to click on the **Save** icon to save the information that you have entered so far. Incidentally, the system will not indicate any skipped standards/elements. It is your responsibility to ensure that the evaluation is complete.

Example of the forms that are created.

Member Name	Corey AP
Member Role	Principal
Member Assignment/Title	Assistant Principal
Evaluation Name	Evaluation 1 for Corey AP
School Year	2011-2012
Evaluation created by	Jose Principal
Set Name	Rubric for Evaluating North Carolina Assistant Principals
Forms	
📄 Evaluation Rubric	In Progress
📄 Summary Evaluation Rating Form	In Progress
📄 Progress Toward Achieving Goals	In Progress
📄 Summary Goal Form	In Progress

Summary Evaluation Rating Form

Summary Evaluation Rating Form

Click on the **Summary Evaluation Rating Form**.

Member Name	Corey AP
Member Role	Principal
Member Assignment / Title	Assistant Principal
Evaluation Name	Evaluation 1 for Corey AP
School Year	2011-2012
Evaluation created by	Jose Principal
Set Name	Rubric for Evaluating North Carolina Assistant Principals
Form	Form Status
<ul style="list-style-type: none"> Evaluation Rubric Summary Evaluation Rating Form Progress Toward Achieving Goals Summary Goal Form 	<ul style="list-style-type: none"> In Progress In Progress In Progress In Progress



You may see the ratings from the evaluation by clicking on the plus symbol beside the element. The plus symbol is replaced by a minus. Click the minus symbol to collapse the section.

Standard : Strategic Leadership					
Elements	Developing	Proficient	Accomplished	Distinguished	Not Demonstrated
<input type="checkbox"/> a. School Vision, Mission and Strategic Goals: The school's identity, in part, is derived from the vision, mission, values, beliefs and goals of the school, the processes used to establish these attributes and the ways they are embodied in the life of the school community.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<div> <div>Developing</div> <div>Proficient</div> <div>Accomplished</div> <div>Distinguished</div> <div>Not Demonstrated</div> </div>	<input checked="" type="checkbox"/> Develops his/her own vision of the changing world in the 21st century that schools are preparing children to enter	<input checked="" type="checkbox"/> Leads and implements a process for developing a shared vision and strategic goals for student achievement that reflect high expectations for students and staff <input type="checkbox"/> Maintains a focus on the vision and strategic goals throughout the school year	<input type="checkbox"/> Creates with stakeholders a vision for the school that captures peoples' attention and imagination <input type="checkbox"/> Designs and implements collaborative processes to collect and analyze data about the school's progress for the periodic review and revision of the school's vision, mission, and strategic goals	<input type="checkbox"/> Ensures that the school's identity (vision, mission, values, beliefs and goals) actually drive decisions and inform the culture of the school <input type="checkbox"/> Initiates changes to the vision and goals based on data to improve performance, school culture and school success	
<input type="checkbox"/> b. Leading Change: The principal/assistant principal articulates a vision, and implementation strategies, for improvements and changes which result in improved achievement for all students.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> c. School Improvement Plan: The school improvement plan provides the structure for the vision, values, goals and changes necessary for improved achievement for all students.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> d. Distributive Leadership: The principal/assistant principal creates and utilizes processes to distribute leadership and decision making throughout the school.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall Rating for Standard 1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Click the appropriate radio button for each of the standards, click on the **Save** icon.

Standard : Strategic Leadership					
Elements	Developing	Proficient	Accomplished	Distinguished	Not Demonstrated
<input checked="" type="checkbox"/> a. School Vision, Mission and Strategic Goals: The school's identity, in part, is derived from the vision, mission, values, beliefs and goals of the school, the processes used to establish these attributes and the ways they are embodied in the life of the school community.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/> b. Leading Change: The principal/assistant principal articulates a vision, and implementation strategies, for improvements and changes which result in improved achievement for all students.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/> c. School Improvement Plan: The school improvement plan provides the structure for the vision, values, goals and changes necessary for improved achievement for all students.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/> d. Distributive Leadership: The principal/assistant principal creates and utilizes processes to distribute leadership and decision making throughout the school.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall Rating for Standard 1	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

After the superintendent or designee has completed the Summary Rating Form, the **Allow the principal/assistant principal to view this summary rating form** box in **Summary Status** may be checked so the principal/assistant principal can view the form.

Observation Name	Evaluation 1 for Corey AP	Form Status	Editing
Assistant Principal Name	Corey AP	Assistant Principal Title	Assistant Principal
School	Henderson Collegiate	District	Charter
Evaluator	Jose Principal	Evaluator's Title	Principal
School Year	2011-2012	Date Completed	<Not completed>
Summary Status	<input checked="" type="checkbox"/> Allow the assistant principal to view this summary rating form.		



The superintendent or designee must develop a Professional Growth Plan with the principal/assistant principal.

Electronic Signature <input type="checkbox"/> The Superintendent/Designee and the Assistant Principal have developed a Professional Growth Plan.	
Assistant Principal Signature <input type="checkbox"/> The assistant principal's signature on this form represents neither acceptance nor approval of the report. It does, however, indicate that the principal has reviewed the report with the evaluator and may reply in writing.	Superintendent or Designee Signature <input type="checkbox"/> The signature of the supervisor verifies that the report has been reviewed and that the proper process has been followed according to North Carolina State Board of Education policy for Assistant Principal Evaluation process.
Assistant Principal's Comments: <div style="border: 1px solid gray; height: 40px; width: 100%;"></div>	
<input type="button" value="Add Comments"/>	

Checking the box above will give you a pop up reminder.

The page at <https://mxweb.media-x.com> says:

Are you sure the superintendent/designee and the assistant principal have developed a Professional Growth Plan?




Progress Toward Achieving Goals

Progress Toward Achieving Goals

Click on **Progress Toward Achieving Goals**.

Member Name	Corey AP
Member Role	Principal
Member Assignment/Title	Assistant Principal
Evaluation Name	Evaluation 1 for Corey AP
School Year	2011-2012
Evaluation created by	Jose Principal
Set Name	Rubric for Evaluating North Carolina Assistant Principals

Form	Form Status
Evaluation Rubric	In Progress
Summary Evaluation Rating Form	In Progress
Progress Toward Achieving Goals	In Progress
Summary Goal Form	In Progress



Complete this form with the principal/assistant principal.

The superintendent or designee can also type in the **Goal** and **Revised Plan/Comment for Goal** boxes, except Goal 1 (see below).


Observation Name	Evaluation 1 for Corey AP	Form Status	Editing
Assistant Principal Name	Corey AP	District	Charter
School	Henderson Collegiate	School Year	2011-2012
Evaluator	Jose Principal	Evaluator's Title	Principal

The evaluator determines whether the assistant principal is making progress toward goal(s) attainment within each standard.
Mark this category as (P) - **progressing** or (NP) - **not progressing**

Goal	P	NP	NA
Standard 1: Strategic Leadership	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Standard 2: Instructional Leadership	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Standard 3: Cultural Leadership	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Standard 4: Human Resource Leadership	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Standard 5: Managerial Leadership	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Standard 6: External Development Leadership	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Standard 7: Micro-political Leadership	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Goal 1:

Revised Plan/Comment for Goal 1:



Note: By design you cannot type in Goal 1. Text will self populate from the Summary Evaluation Rating Form, Standard 4: Human Resource Leadership: “Teacher Turnover Rate goal for next school year” box (below).

Overall Rating for Standard 4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
-------------------------------	-----------------------	-----------------------	-----------------------	-----------------------	-----------------------

Note: If the school's teacher turnover rate, according to the school report card, is above the state average and/or identified as a problem in the school improvement plan, it must be addressed here along with recommendations for improvement. If the turnover is equal to or lower than the state average, the assistant principal must set a goal to at least maintain that rate.

School's Teacher Turnover Rate during previous school year:

School's Teacher Turnover Rate for current school year:

State's Teacher Turnover Rate for current school year:

Teacher Turnover Rate goal for next school year:

Recommendations to achieve teacher turnover goal for next school year:

Summary Goal Form

Summary Goal Form

Click on **Summary Goal Form**

Member Name	Corey AP
Member Role	Principal
Member Assignment/Title	Assistant Principal
Evaluation Name	Evaluation 1 for Corey AP
School Year	2011-2012
Evaluation created by	Jose Principal
Set Name	Rubric for Evaluating North Carolina Assistant Principals

Form	Form Status
Evaluation Rubric	In Progress
Summary Evaluation Rating Form	In Progress
Progress Toward Achieving Goals	In Progress
Summary Goal Form	In Progress



Complete this form with the principal/assistant principal.
The superintendent or designee can type in the boxes.

Observation Name	Evaluation 1 for Corey AP	Form Status	Editing
Assistant Principal Name	Corey AP	District	Charter
School	Henderson Collegiate	School Year	2011-2012
Evaluator	Jose Principal	Evaluator's Title	Principal

Standard	Standard(s) to be addressed:
1. Strategic Leadership 2. Instructional Leadership 3. Cultural Leadership 4. Human Resource Leadership 5. Managerial Leadership 6. External Development Leadership 7. Micro-political Leadership	1 Element(s) to be addressed: 1.A. School Vision, Mission and Strategic Goals 1.B. Leading Change 1.C. School Improvement Plan 1.D. Distributive Leadership

Standard	Goal(s)	Key Activities/Strategies (What you need to do to accomplish the goal)	Outcomes (Measurement)	Time Line For Measuring Goal Outcome
1. Strategic Leadership • A. School Vision, Mission and Strategic Goals • B. Leading Change • C. School Improvement Plan • D. Distributive Leadership	Comment[
2. Instructional Leadership				

Comments:

Electronic Signature

Assistant Principal Signature

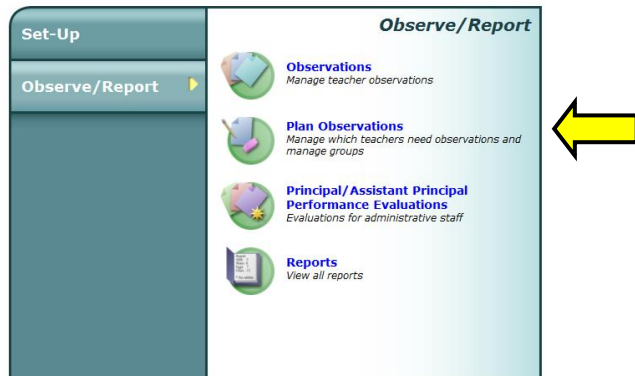
☐ The assistant principal's signature on this form represents neither acceptance nor approval of the report. It does, however, indicate that the assistant principal has reviewed the report with the evaluator and may reply in writing.

Superintendent or Designee Signature

☐ The signature of the supervisor verifies that the report has been reviewed and that the proper process has been followed according to North Carolina State Board of Education policy for assistant principal Evaluation process.

Plan Observations

Plan Observations



The page will display four tabs, all of which can be selected by clicking on them: Plan Observation, Manage Groups, Manage Observation, and Schedule.

The next sections describe the functionality available by selecting each of these tabs.

Plan Observation

The areas in the **Search Teachers by Criteria** area are search fields.

You select your school using the drop down list beside the **School** radio button. You select the teachers that you want to schedule their observation, you choose a date using the calendar, and you click on the **Assign Date** button.

The steps are:

1. Choose the school for whose teachers you want to set the observation dates by clicking the **School** radio button and by using the drop down list beside it. Alternately, you may click the **Group** radio-button and select a group using the respective drop down list. Several teachers are displayed below the **Search Teachers by Criteria** area.
2. You may narrow down the set of teachers by using the other selectors in the **Search Teachers by Criteria** area.
3. Click on the checkbox(es) next to the teacher(s) whose observation you want to schedule.
4. Click on the **Calendar and Clock** icon. The calendar will open. Alternately, you may use the drop down list beside the **Calendar and Clock** to select the **Evaluation Periods** that an administrator previously set up.
5. Choose the date that you want using the calendar.
6. Click **Set**.
7. Click **Assign Date**.

The screenshot shows the 'Plan Observation' window with the following sections and fields:

- Search Teachers by Criteria:**
 - School: A Demo High School
 - Group: All groups
 - Employee ID: (empty)
 - Last Name: (empty)
 - First Name: (empty)
 - Gender: M
 - Certification: (empty)
 - Category: (empty)
 - Homerroom: (empty)
 - Start Date: From Apr 1, 2011 To Apr 1, 2011
- Buttons:** Apply Criteria, Select All, Deselect All, Reset Date, Print, Assign Date (Tue Apr 12 2011), <None>
- Table:**

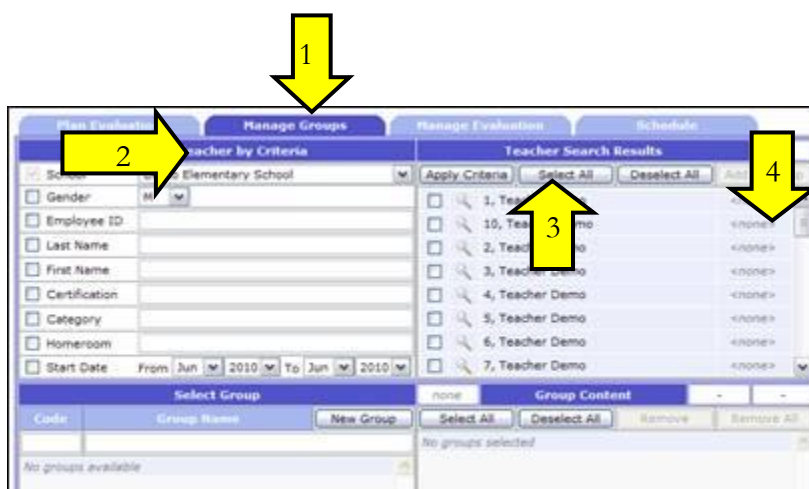
S	D	Teacher Name	40	Group	Last Observation	Next Observation	All
<input type="checkbox"/>		Demo1, Teacher		002	Tue Mar 08 2011	Wed Mar 23 2011	2011 Career
<input type="checkbox"/>		Demo10, Teacher		002	Wed Mar 09 2011	Wed Apr 06 2011	<Assign Period>
<input type="checkbox"/>		Demo11, Teacher		002	Thu Mar 10 2011	Fri Apr 08 2011	2011 Career
<input type="checkbox"/>		Demo12, Teacher		002	Wed Mar 09 2011	Wed Mar 23 2011	2011 Career
<input type="checkbox"/>		Demo13, Teacher		-	Wed Mar 02 2011	Thu Apr 07 2011	April Evaluation Period
<input type="checkbox"/>		Demo14, Teacher		-	Wed Mar 16 2011	Thu Apr 07 2011	April Evaluation Period
<input type="checkbox"/>		Demo15, Teacher		-	Fri Mar 18 2011	none	<Assign Period>
<input type="checkbox"/>		Demo16, Teacher		-	Tue Mar 08 2011	Wed Mar 23 2011	2011 Career
<input checked="" type="checkbox"/>		Demo17, Teacher		-	Tue Mar 15 2011	Wed Apr 13 2011	<Assign Period>
<input type="checkbox"/>		Demo18, Teacher		-	Mon Mar 14 2011	Sat May 21 2011	<Assign Period>

Manage Teacher Groups

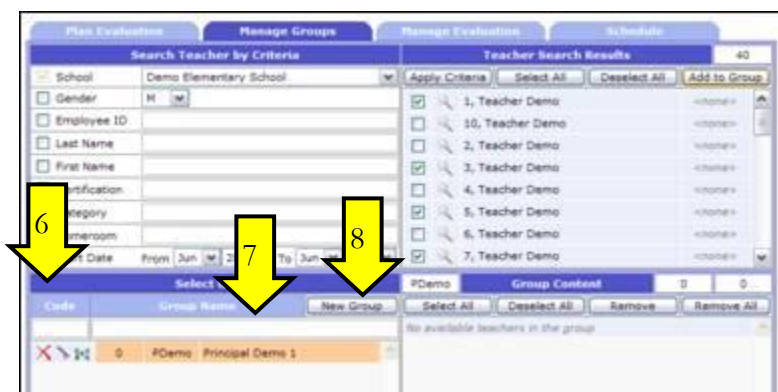
Manage Teacher Groups

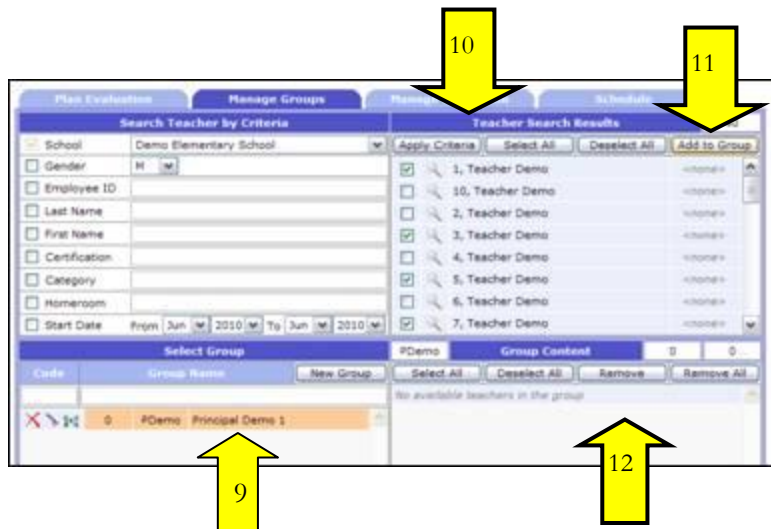
Manage Groups (1) is a tool used to assign **teachers** to different groups, which can then be selected using the preceding section. Different groups can be assigned to different evaluators.

On the left-hand pane, the **Search Teacher by Criteria (2)** area may be used to search for teachers with specific criteria, i.e., all male teachers, or teachers with the last name of Smith. If using this function, click the **Apply Criteria (3)** button (right-hand pane) to display the selected teachers in the **Teacher Search Results (4)** area.



Next, create a 1-5 digit **Code (6)** (bottom left-hand pane). This code may be alpha, numeric or combination of both. This field is open to any text, however, McREL suggests using the last four digits of a username. Create a **Group Name (7)** in the respective text input box. Again, this field is open, however, McREL suggests using the last name of the owner of the group. Click on the **New Group (8)** button.





After creating the new group, click on that the name of that new group, which is displayed in the **Group Name (9)** area.

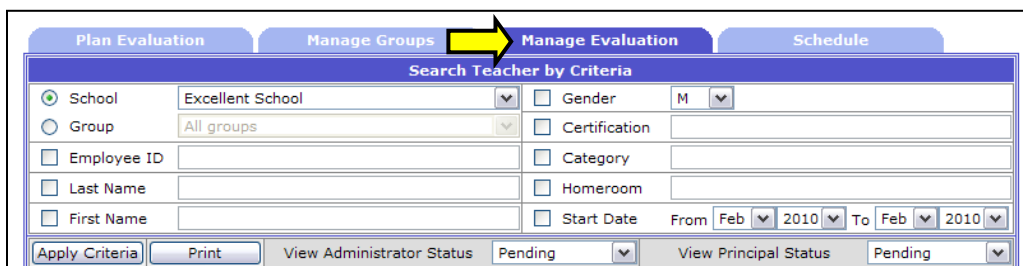
On the upper right-hand pane, in the **Teacher Search Results (10)** area, select the teachers you want to be assigned to the group by clicking on the respective checkboxes. Click on the magnifying glass to find out details about the teachers. If the information was input, you can see their start date of teaching, gender, etc.

After clicking on the checkboxes next to the teachers you want in the group, click the **Add to Group (11)** button. The teachers in the group are shown in the **Group Content (12)** area in the lower right-hand pane.

Note: If the Add to Group button is grayed out, by highlighting the group name within the **Select Group** area will enable the Add to Group button to become active.

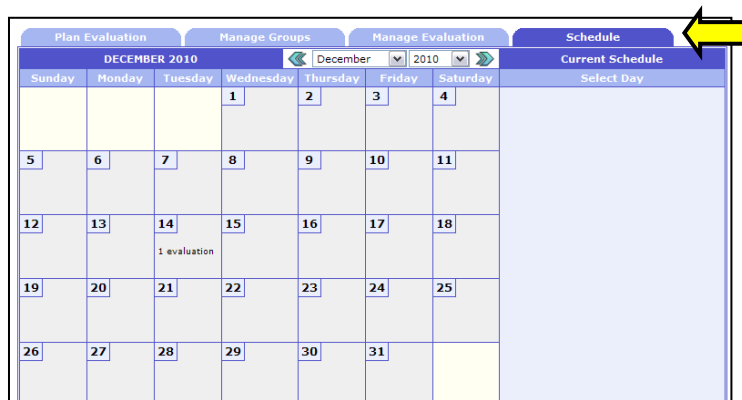
Manage Observation

You may use this tool to view all of the observations that have been conducted at your school.



Schedule

You may use this tool after you have your observations planned in order to view them all.



Plan Evaluation			Manage Groups		Manage Evaluation		Schedule
DECEMBER 2010							Current Schedule
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Select Day
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14 1 evaluation	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		

Reports

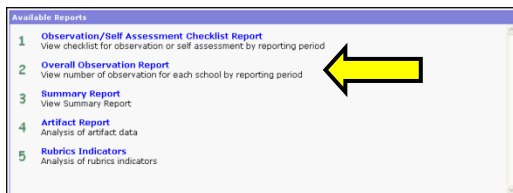
Reports

Click on **Reports**.



Overall Observation Report

Click on **Overall Observation Report**.



Note: Report 1 Observation/Self Assessment Checklist Report is reserved for future use.

The following form allows you to select the status of the observations, the school, and the reporting period on which the report will be based.

You may use the **Select Observation Status** drop down to select the status of the Observations that you want displayed (**in-progress**, **completed**, **archived** or **All Observations**). The default is **All Observations**.

Select the school by clicking in the appropriate checkbox.

You may use the two calendars to set the **Report Start Date** and **Report End Date** for the reporting period.

- Click << to go to the previous year and >> to go the next year.
- Click < to go to the previous month and > to go to the next month.
- Click any day to select it.
- Click **Today** to choose today's date.

Note: The default start date is August 1st of the current school year.
The default end date is today's date.

Click the **Submit Report** button to view the report. The report is displayed in a different window (or, based on your browser) in a different tab.

The **Overall Observation Report** displays the names of the appraisers and of the appraised persons, along with the observation name, date, and status (completed or in-progress). The listed observations include teacher observations by principals, teachers' peer-observations, and evaluations of principals.

Select Observation Status: All Observations [Print] [Cancel]

Page 1

Overall Observation Report
From August 1st 2010 to May 12th 2011
Number of observations for each school

Organization Name	Total
A Demo District	154
A Demo High School	154

Page 2

Observation list for A Demo High School (154 results)
From August 1st 2010 to May 12th 2011

Teacher Name	Appraiser Name	Observation Name	Date	Status
Demo2_Teacher	Demo3_Principal	Observation 5	05-03-2011	Completed
Demo2_Teacher	Demo3_Principal	Observation 4	04-14-2011	In Progress
Demo2_Teacher	Demo3_Principal	Observation 3	03-24-2011	Completed
Demo2_Teacher	Demo3_Teacher	Peer evaluation from Teacher Demo3 for 2010-2011	02-27-2011	Completed
Demo2_Teacher	Demo3_Principal	Observation 1	10-15-2010	Completed
Demo2_Teacher	Demo3_Teacher	Peer evaluation from Teacher Demo2 for 2010-2011	04-19-2011	In Progress
Demo2_Teacher	Demo3_Principal	Observation 3	03-15-2011	Completed
Demo2_Teacher	Demo3_Principal	Observation 2	01-07-2011	Completed
Demo2_Teacher	Demo3_Principal	Observation 1	11-09-2010	Completed
Demo2_Teacher	Demo3_Teacher	Peer evaluation from Teacher Demo2 for 2010-2011	05-06-2011	In Progress
Demo2_Teacher	Demo3_Principal	Observation 3	04-29-2011	In Progress
Demo2_Teacher	Demo3_Principal	Observation 2	03-02-2011	In Progress
Demo2_Teacher	Demo3_Principal	Observation 1	11-21-2010	In Progress
Demo3_Principal	Demo3_Principal	Evaluation 1 for Principal Demo3	01-11-2011	In Progress

The **Select Observation Status** drop down can be used to display just the **in-progress** (or **completed**, or **archived**) observations. The default is **All Observations**.

In the window (or tab) you used to start the report, click on **Reports** in the navigation bar.



Summary Report

Click **Summary Report**.

Available Reports

- 1 Observation/Self Assessment Checklist Report**
View checklist for observation or self assessment by reporting period
- 2 Overall Observation Report**
View number of observation for each school by reporting period
- 3 Summary Report**
View Summary Report
- 4 Artifact Report**
Analysis of artifact data
- 5 Rubrics Indicators**
Analysis of rubrics indicators

A form is displayed to which allows the user to specify which staff category and period the report is to be compiled.

The screenshot shows a web form with three main sections:

- 1. Select Set:** A dropdown menu currently showing "Rubric for Evaluating North Carolina Teachers". A yellow arrow points to this dropdown.
- 2. Select School/District:** A list box with "All Schools" and "Your school" (highlighted with a purple box). Below the list are "Select All", "Deselect All", and "Submit Report" buttons. A yellow arrow points to the "Submit Report" button.
- 3. Report Period:** Two calendar grids for "Report Start Date" (August 2010) and "Report End Date" (May 2011). A yellow arrow points to the "Report End Date" calendar.

Rubric for Evaluating North Carolina Teachers is the default **Select Set** drop down selection. In the description below, we assume the default selection applies.

Note: There are two additional selections: **Rubric for Evaluating North Carolina Principals** and **Rubric for Evaluating North Carolina Principals/Assistant Principals**.

Modify the **Report Period** if necessary.

Click the **Submit Report** button.

The report is displayed in a different window (or, depending on your browser) in a different tab.

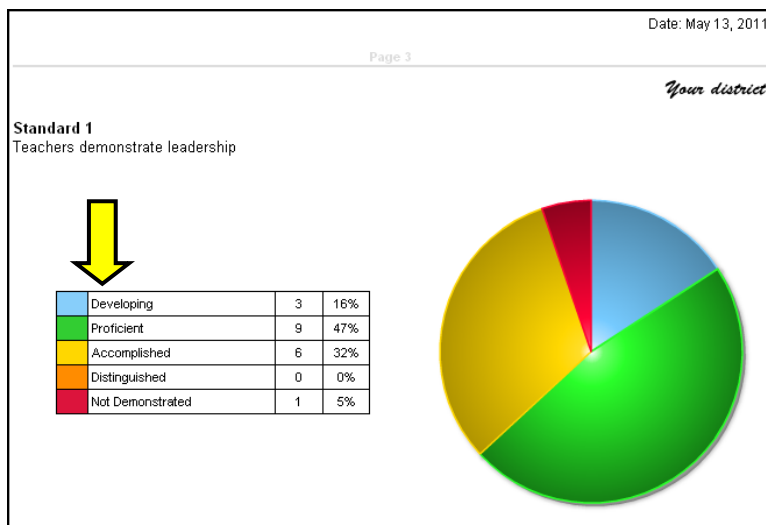
The **Summary Report** displays in tabular format and as a pie chart the breakdown of the teachers according to their level (**Developing**, **Proficient**, etc.) The header of the **Summary Report** allows you to print the current report.

The screenshot shows the header of the Summary Report. It includes a "Select District" dropdown menu with "Your district" selected. To the right are "Print Report" and "Cancel" buttons. A yellow arrow points to the "Print Report" button. Below the district dropdown is a "Display" dropdown menu with "Peer only" selected.

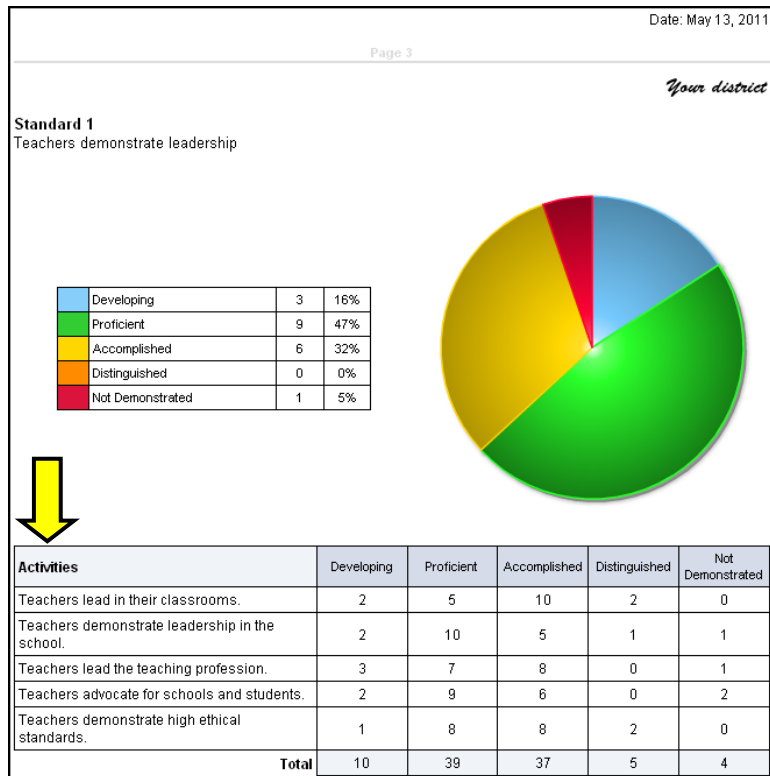
At the top of the **Summary Report**, there is a table that summarizes the breakdown of the numbers of teachers according to their levels in relation to all the standards.

<i>Your district</i>					
Standards	Developing	Proficient	Accomplished	Distinguished	Not Demonstrated
1: Teachers demonstrate leadership	3	9	6	0	1
2: Teachers establish a respectful environment for a diverse population of students	2	5	10	1	1
3: Teachers know the content they teach	3	8	8	0	0
4: Teachers facilitate learning for their students	3	8	8	0	0
5: Teachers reflect on their practice	3	9	7	0	0

The report also provides separate information about each of the standards. **Absolute values** and **percentages** are shown in two adjacent columns. Percentages are also displayed as a pie chart.



The standard-targeting segment of the report is displayed below in its entirety.



In addition to the breakdown of teachers according to their level, the number of **activities** checked for each standard **element** is displayed in tabular format on a per-level (**Developing**, **Proficient**, etc.) basis.

In the window (or tab) you used to start the report, click on **Reports** in the navigation bar.



Artifact Report

Click **Artifact Report**.



A form is displayed to allow the user specify for which staff category and period the report is to be compiled.

The form is divided into two main sections:

- 1. Select Set**: A dropdown menu showing 'Rubric for Evaluating North Carolina Teachers'.
- 2. Select School/District**: A list of schools with checkboxes. 'All Schools' and 'Your school' are checked.
- Report Period**: Two calendar pickers for 'Report Start Date' (Aug 2010) and 'Report End Date' (May 2011).
- Buttons**: 'Select All', 'Deselect All', and 'Submit Report'.

The default **Select Set** drop down selection is **Rubric for Evaluating North Carolina Teachers**. This document describes **Artifact Report** in connection to the default selection.

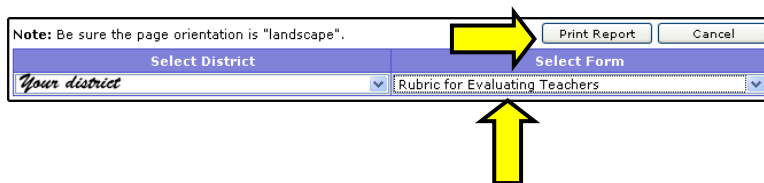
Note: There are two additional selections: **Rubric for Evaluating North Carolina Principals** and **Rubric for Evaluating North Carolina Assistant Principals**. The **Artifact Report** is entirely similar in relation to these alternative selections.

Modify the **Report Period** if necessary.

Click the **Submit Report** button.

The report is displayed in a different window (or, depending on your browser) in a different tab.

The header of the **Artifact Report** allows you to modify the report by making a different selection, or to print the current report.



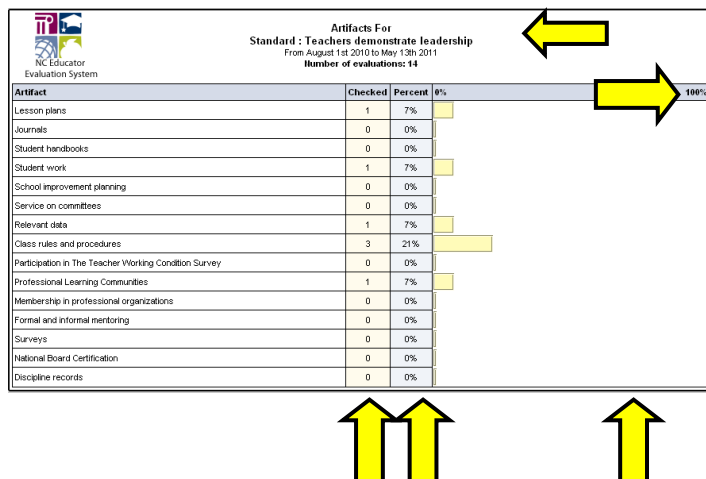
Note: Be sure the page orientation is "landscape".

Print Report Cancel

Select District Select Form

Your district Rubric for Evaluating Teachers

Use the **Select Form** drop down to select the form [**Rubric for Evaluating Teachers, Teacher Summary Rating Form, Rubric for Evaluating Teachers (Self Assessment)**] in relation to which artifact related statistics are to be displayed. In the description below, we assume the default selection, **Rubric for Evaluating Teachers**, applies.



The artifacts are broken down according to the artifact type. The results are grouped according to **standards**. The image above presents a typical table/bar chart displayed for one of the standards by the **Artifact Report**.

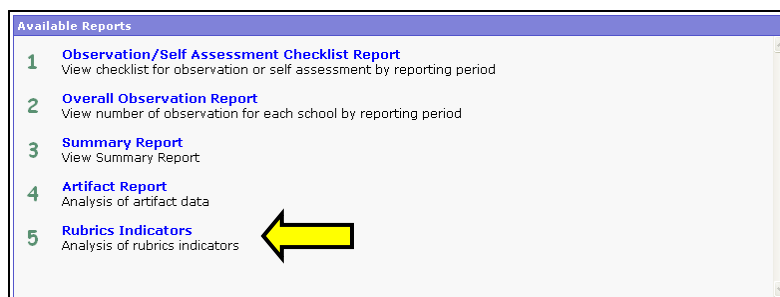
The percentages of the teachers who demonstrated each type of artifact and the absolute numbers of artifacts are displayed in two columns (named **Percent** and **Checked**, respectively) and a **horizontal bar chart** that represents the percentages. Percentages reflect the ratio of the number of **checked** artifacts to the **number of evaluations**. The latter is displayed in the header of each standard-targeting the report segment.

In the window (or tab) you used to start the report, click on **Reports** in the navigation bar.



Rubrics Indicators

Click **Rubrics Indicators**.



A form is displayed which allows the user to specify which staff category and period the report is to be compiled.

1. Select Set
Rubric for Evaluating North Carolina Teachers

2. Select School/District
☐ All Schools
☒ Your school

3. Report Period
Report Start Date: Aug. 2010
Report End Date: May 2011
Calendar grids for selection.

Select All Deselect All Submit Report

The default **Select Set** drop down selection is **Rubric for Evaluating North Carolina Teachers**.

This document describes **Rubrics Indicators** report in connection to the default selection.

Note: There are two additional selections: **Rubric for Evaluating North Carolina Principals** and **Rubric for Evaluating North Carolina Assistant Principals**. The **Rubrics Indicators** report is entirely similar in relation to these alternative selections.

Modify the **Report Period** if necessary.

Click the **Submit Report** button.

The report is displayed in a different window (or, depending on your browser) in a different tab.

The header of the **Rubric Indicators report** allows you to modify the report by making a different selection, or to print the current report.

Note: Be sure the page orientation is "landscape".

Print Report Cancel

Select District Select Report Type

Alamance County Schools Evaluation

You can use the **Select Report Type** drop down to select either **Evaluation** (the default selection) or **Self Assessment**. In the description below, we assume the default selection applies.

For each **standard**, for each **element indicator**, the **Rubric Indicators report** displays the number and percentage of the selections. The percentage reflects the ratio of the number of selections to the **number of evaluations**. The **indicators** are grouped vertically according to the level they correspond to (**Developing**, **Proficient**, etc.) The **elements** are grouped together according to the standard they are a part of.

Rubrics For Standard 1: Teachers demonstrate leadership
From August 1st 2010 to May 18th 2011
Number of evaluations: 69

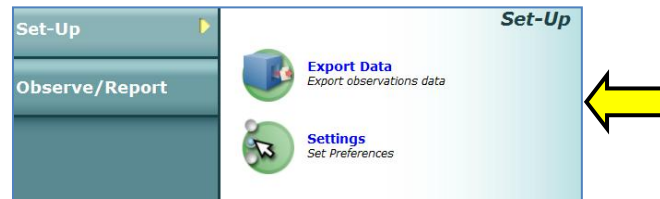
A. Teachers lead in their classrooms.				
Developing	Proficient	Accomplished	Distinguished	Not Demonstrated
Understands how they contribute to students graduating from high school. Checked: 58 (84%)	Responsible for the progress of students to ensure that they graduate from high school. Checked: 45 (65%)	Communicates to students the vision of being prepared for life in the 21st century. Checked: 14 (20%)	Encourages students to take responsibility for their own learning. Checked: 5 (7%)	
Uses data to understand the skills and abilities of students. Checked: 58 (84%)	Provides evidence of data driven instruction throughout all classroom activities. Checked: 51 (74%)	Evaluates student progress using a variety of assessment data. Checked: 33 (48%)	Uses classroom assessment data to inform program planning. Checked: 6 (9%)	
	Establishes a safe and orderly classroom. Checked: 60 (87%)	Creates a classroom culture that empowers students to collaborate. Checked: 30 (43%)	Empowers and encourages students to create and maintain a safe and supportive school and community environment. Checked: 9 (13%)	Checked: 1 (1%)

Set-Up

Set-Up

Export Data

Export Data allows you to get all of the raw data into a .txt file. You may choose the items that you want to export.



Exports are available to principal or district administrators only. This report provides users with .csv (excel file) data specific to teachers, principals and assistant principals for: Summary Evaluation Rating Forms and Evaluation Rubric.

Select Set for which group you'd like to view: Teachers, Principals or Assistant Principals.

Select School/District – available to district administrators only. Principals have the ability to select their school data only.

Select period of time you'd like the report to compile date.

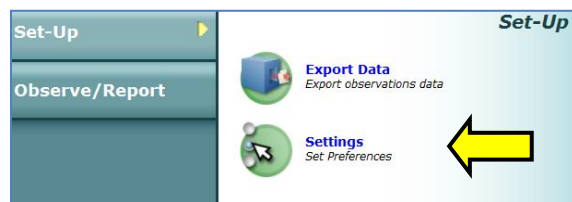
Click **Export Data**.

A screenshot of a software window titled 'Export Data'. It is divided into four main sections: 1. 'Select Set' with a dropdown menu showing 'Rubric for Evaluating North Carolina Principals'. 2. 'Select School/District' with a list of schools, one of which is selected with a checkmark. 3. 'Select Period' with two calendar grids for 'Start Date' (July 2011) and 'End Date' (August 2011). 4. 'Export Data' at the bottom with a status bar saying 'No files created' and two buttons: 'Export Data' and 'Remove all files'.

The Summary Evaluation Rating will display the following columns of data:

Person Unique ID:
First Name:
Last Name:
Name:
Date Completed: Principal Signature Date
Teacher Signature Date:
School Year:
School Unique ID:
School:
District:
Evaluator:
Ratings displayed from Developing to Distinguished for all Standards, all Elements and Teacher Comments.
The Evaluation Rubric displays the following columns of data:
Observation Name:
Teacher Name:
Teacher Unique ID:
School Year:
School:
School Unique ID:
District:
Evaluator:
Title:
Date:
Start Time:
End Time:
Teacher Signature Date:
Evaluator Signature Date:
Teacher Status:
Date Principal Conclude: The date the principal conclude the evaluation
Ratings displayed are either True or False for each Standard and Element. For example:
Understands how they contribute to students graduating from high school: TRUE or FALSE.

Settings



Personal

This generic email was set up for your convenience. The email text may be changed by simply typing the email message in the “Email Message Content” box. The text will be sent as an email to the teacher.

Personal	Status
Enable autosave for all the mVal forms <input type="checkbox"/> Save frequency (How often the form autosave in minute) 5	
Token # = Substitution text for the number of observation at <first_name> = Substitution text for teacher's first name <salutation> = Substitution text for teacher's salutation <last_name> = Substitution text for teacher's last name	
Default Email Message for New Observation Dear <salutation> <first_name> <last_name>, This email will confirm with you details regarding the teacher performance appraisal process. The process involves a Pre-observation meeting, at which time we will review your current annual learning plan. Before the meeting, please take a moment to review the pre-observation form and complete Section A. During the pre-observation I will identify what is expected during the lesson to be observed and I will ask you for a teaching plan for the classroom observation.	
Default Name for New Observation Observation #	



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